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# ASIAN ART COMMISSION

# EXECUTIVE COMMITTEE

# AGENDAS AND MINUTES

1987 - 1989

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CITY AND COUNTY OF SAN FRANCISCO

# ASIAN ART COMMISSION

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**REMINDER**

ASIAN ART COMMISSION

EXECUTIVE COMMITTEE MEETING

Tuesday, February 3, 1987, 2:00 P.M.

Brayton Wilbur Room, 550 Kearny St., San Francisco

The Executive Committee will hold its regularly scheduled meeting on Tuesday, February 3, 1987, at 2:00 P.M. in the Brayton Wilbur Room, 550 Kearny Street, San Francisco.

A preliminary Agenda is as follows:

1. Approval of Minutes
2. Chairman's Report
3. Director's Report
   a. Presentation of 1987-88 Budget
   b. Report on Architectural Studies
4. Chief Curator's Report
5. Other Reports

Note: There will be an opportunity for public comments before action is taken on any agenda item.

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# ASIAN ART COMMISSION

## EXECUTIVE COMMITTEE MEETING

**Tuesday, February 3, 1987 - 2:00 P.M.**

**Brayton Wilbur Room, 550 Kearny Street, San Francisco**

**PRESENT:** Chairman Presiding: Warren W. Faus

Secretary: Mrs. Hart H. Spiegel

James M. Gerstley
Donald R. Meyer
Mrs. Brayton Wilbur, Jr.

**ABSENT:**
Mrs. John B. Bunker
Alexander D. Calhoun
R. Gwin Follis
Carl D. Gustavson
Thomas J. Klitgaard
Mrs. Robert Seller

**IN ATTENDANCE:**

Rand Castile, Director
Judith L. Teichman, Deputy Director
Sigrid Fink, Office Manager
Andrea Leslie, Museum Activities Coordinator
Margaret S. Lindsay, Executive Secretary
Ann Squires, Development Officer

**CALL TO ORDER:**

Chairman Warren Faus called the regular meeting of the Executive Committee of the Asian Art Commission to order at 2:05 P.M.

**APPROVAL OF MINUTES:**

The minutes of the January 6, 1987 meeting of the Asian Art Commission, having been mailed to all Commissioners, were approved unanimously.

**CHAIRMAN'S REPORT:**

Mr. Faus advised there would be no formal Chairman's Report since the primary purpose of the meeting was to present the 1987-1988 Budget, as submitted to the City, for the Executive Committee's consideration.

**DIRECTOR'S REPORT:**

Mr. Castile invited those present to view the first one-third of the Chinese installation which now displays 200 to 300% more objects than previously exhibited.

**DIRECTOR'S REPORT:** (Continued)

Notification has been received from the City Purchasing Officer, Mr. Marvin Geislinger, that permission has been granted to dispose of the surplus objects outlined in Mr. Faus' letter to him dated December 9, 1986.

The Fine Arts Museums have requested the Asian Art Museum's cooperation in opening the Museum to the public free of charge on March 7 and 8 in honor of Mr. Ian White's twenty years of service. On motion made by Mrs. Hart Spiegel and seconded, it was agreed unanimously that the Asian Art Museum would remain open to the public free of charge on March 7 and March 8, 1987 in honor of Mr. White's twentieth anniversary.

Pamela Martin & Associates, representing the Peoples Republic of China, has coordinated a sale of objects which have been legally exported from the Peoples Republic of China. The auction will involve approximately two hundred objects of art which have been chosen by Curator Terese Bartholomew. If approved by the Executive Committee, notices of the auction would be mailed by the Museum to its supporters and the Museum would be the beneficiary of 10% of the proceeds. On motion made by Mrs. Judy Wilbur and seconded, it was agreed unanimously that the Executive Committee of the Asian Art Commission approves of the Asian Art Museum Foundation's involvement and the use of the Asian Art Museum's name in the auction of two hundred objects of art, legally exported from the Peoples Republic of China, said auction to be handled by Pamela Martin & Associates.

**Presentation of Budget** - The Executive Committee reviewed in detail the 1987-1988 Budget which was submitted to the City. Following a lengthy discussion, upon motion made by Mrs. Wilbur and seconded, the Budget as submitted to the City was approved unanimously. Mr. Faus thanked Ms. Teichman and members of the staff for a job well done in preparing the budget.

**Status of Architectural Study** - A report on the progress of the architectural study was given by Ms. Teichman. The architects, having met with many of the staff to determine their immediate space needs, have provided a draft of their plan to satisfy those needs and this draft has been distributed to those interviewed for corrections or additions.

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**Status of Architectural Study** (Continued)

Conceptual plans for reorganizing the space on the first floor public space have been received. One tentative plan deals with the entrance to the Museum; reconfiguration of the Jade Room and the lobby; and the moving of the staircase to a central position. However, two principal problems exist which must be addressed prior to any final decisions—an aging heating, ventilation and air conditioning system (HVAC) and the presence of asbestos in the building. In the past two weeks, two breakdowns of the HVAC system have been experienced and a meeting is planned with the City Department of Public Works to ascertain estimated costs for an immediate solution to the problem. The asbestos situation will be investigated by a representative of the City Department of Health. A decision to be made in the future by the Commission would be whether to proceed with the remodeling on a phased-in basis or to concentrate on a total remodelling project.

In the meantime, the Chinese Galleries will be reinstalled, the Southeast Asia Gallery will be installed, and temporary offices will be built on the second floor.

**ADJOURNMENT:**

There being no further business to discuss, the meeting was adjourned at 3:00 P.M.

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RAND CASTILE
Director

CLARENCE F. SHANGRAW
Chief Curator

*March 4, 1987*

[Agenda]

*NOTICE OF SPECIAL MEETING*

*EXECUTIVE COMMITTEE*

*ASIAN ART COMMISSION*

*NOTICE IS HEREBY GIVEN that a special meeting of the Executive Committee of the Asian Art Commission will be held in the Education Department of the Asian Art Museum in Golden Gate Park on Wednesday, March 11, 1987, at 9:30 A.M.*

*The purpose of the meeting is to vote on acceptance or rejection of the Korean Handbook manuscript.*

*By order of the Chairman of the Asian Art Museum.*

Margaret S. Lindsay

*Margaret S. Lindsay*
*Executive Secretary*

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ASIAN ART COMMISSION

EXECUTIVE COMMITTEE

March 11, 1987

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MRS. WALTER H. SHORENSTEIN

RAND CASTILE
Director

CLARENCE F. SHANGRAW
Chief Curator

*March 12, 1987*

*NOTICE IS HEREBY GIVEN that a special Meeting of the Executive Committee of the Asian Art Commission will be held on Wednesday, April 1, 1987. The Agenda is as follows:*

## *AGENDA*

### *EXECUTIVE COMMITTEE MEETING*

### *ASIAN ART COMMISSION*

***Wednesday, April 1, 1987, 9:30 A.M.***

***Education Department, Asian Art Museum***

***Golden Gate Park, San Francisco***

1. *Call to Order*

2. *Action on the Korean Handbook Manuscript.*

3. *Adjournment*

*Note: There will be an opportunity for public comments before action is taken on the above agenda item.*

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ASIAN ART COMMISSION

EXECUTIVE COMMITTEE

April 1, 1987

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RAND CASTILE
Director

CLARENCE F. SHANGRAW
Chief Curator

## *REMINDER AND PRELIMINARY AGENDA*

## *ASIAN ART COMMISSION*

## *EXECUTIVE COMMITTEE MEETING*

***Tuesday, April 7, 1987 – 2:00 P.M.***

***Brayton Wilbur Room, 550 Kearny Street, San Francisco***

*There will be an opportunity for public comment before action is taken on each agenda item.*

*I. Call to Order*

*II. A. Approval of Minutes of Special Executive Committee Meeting of December 22, 1986*

*B. Approval of Minutes of Asian Art Commission Meeting of March 3, 1987*

*III. Chairman's Report*

*A. Status of Korean Manuscript*

*IV. Director's Report*

*A. Status of City Budget Request*
*B. Report on Trip to Taiwan and Hong Kong*

*V. Deputy Director's Report*

*VI. Chief Curator's Report*

*VII. Reports from Committee Chairmen as needed*

*VIII. Other Matters to be Discussed by Members of the Commission and the Public.*

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# ASIAN ART COMMISSION

## EXECUTIVE COMMITTEE MEETING

**Tuesday, April 7, 1987 - 2:00 P.M.**

**Brayton Wilbur Room, 550 Kearny Street, San Francisco**

**PRESENT:**

*Chairman Presiding:* Warren W. Faus
*Vice Chairmen:* Mrs. John B. Bunker, Carl D. Gustavson
*Secretary:* Mrs. Hart H. Spiegel

Mrs. Richard Dirickson, Jr.
R. Gwin Follis
James M. Gerstley
Donald R. Meyer
Mrs. Robert Seller
Mrs. Brayton Wilbur, Jr.
Dr. Haydn Williams

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**ABSENT:**

Alexander D. Calhoun
Thomas J. Klitgaard

**IN ATTENDANCE:**

Rand Castile, Director
Judith L. Teichman, Deputy Director
Clarence F. Shangraw, Chief Curator
Renona Brown, Controller
Andrea Leslie, Museum Activities Coordinator
Margaret S. Lindsay, Executive Secretary
Ann Squires, Development Officer

**CALL TO ORDER:**

The meeting was called to order at 2:00 P.M. by Chairman Warren W. Faus, a quorum being present.

**APPROVAL OF MINUTES:**

The minutes of the December 22, 1987 special meeting of the Executive Committee of the Asian Art Commission, having been mailed to all Commissioners, were approved unanimously.

The minutes of the Asian Art Commission meeting of March 3, 1987, having been mailed to all Commissioners, were unanimously approved, subject to the following corrections:

***APPROVAL OF MINUTES*** *(Continued)*

*Pages 1 and 7 - Change Mrs. Marie L. Ayers to* ***Ms. Marie L. Ayers***

*Page 5 - Change Southeastern Galleries to* ***Southeast Asian Galleries***

*Page 7 - Change Sakler Galleries to* ***Sackler Collection***

***CHAIRMAN'S REPORT:***

*Mr. Faus advised that action on the Korean Manuscript had been deferred, at Mr. d'Argence's request, until further notice. The manuscript has been resubmitted, with revisions, after the initial rejection by the Commission.*

***DIRECTOR'S REPORT:***

*Status of City Budget Request - Mr. Castile advised the Executive Committee of two recent sessions with the Mayor on the budget. The first meeting was attended by himself, Messrs. Faus, Klitgaard and Gustavson and Mrs. Wilbur. The budget hearing itself was the next day. In addition to staff, it was attended by Commissioners Faus, Gerstley, and Klitgaard. The Mayor expressed her concern with the City's fiscal situation and asked for the Museum's priorities. Chairman Faus requested an opportunity for the Commission to further review the priorities before a final decision was made.*

*Mr. Castile and Ms. Teichman then presented to the Executive Committee for approval recommendations for a revised budget request representing a total reduction from the initial submission of approximately 25 percent or $534,000.*

*A lengthy discussion followed, after which a motion was made to resubmit the revised budget request accompanied by a cover letter. The motion was duly seconded and unanimously carried.*

*Report of Trip to Taiwan and Hong Kong - Mr. Castile reported that his recent trip to the National Palace Museum in Taiwan resulted in an agreement by which that Museum would accept the decisions made by its representative in Washington, D.C., in connection with the proposed exhibition, thus providing an opportunity to proceed.*

*In addition, a large scale exhibition on the history of Chinese flower arrangement, has become available from the National Museum of History. It is felt that the potential for tremendous attendance at both of these exhibitions is great.*

*These exhibitions will be presented to the Exhibitions Committee shortly for further consideration and appropriate action.*

***CHIEF CURATOR'S REPORT:***

*Mr. Shangraw reported that the reinstallation of the Korean galleries and the second phase of reinstallation of the Chinese galleries have been completed. The third phase of the Chinese Galleries will be completed within a week. The Han show has been installed and has received enthusiastic response from the public. The San Antonio Museum of Art has agreed to exhibit the Near Eastern Masterpieces from the Avery Brundage Collection for $3,500 plus all costs.*

*The agreement for the airport exhibition has been rescinded at the recommendation of the City Risk Manager because of installation problems.*

*Mr. Shangraw advised the Executive Committee of the resignation of Mr. Linden Chubin, Coordinator of the Outreach Program, stating that Linden had been very helpful in redirecting and developing the Outreach Program and that he would be missed.*

*On motion made, duly seconded and unanimously carried, a resolution of appreciation for Linden's devoted and efficient service was adopted by the Commission.*

***REPORTS FROM COMMITTEE CHAIRMEN:***

*There were no reports from Committee Chairmen.*

***ADJOURNMENT:***

*There being no further business to discuss, on motion made, duly seconded, and unanimously carried, the meeting was adjourned at 3:15 P.M.*

_____
*Mrs. Hart H. Spiegel*
*Secretary*

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**ASIAN ART COMMISSION** Minutes

**SPECIAL EXECUTIVE COMMITTEE MEETING**

**Friday, May 1, 1987 - 10:00 A.M.**

**Conference Room - Asian Art Museum**

**Golden Gate Park, San Francisco, CA**

**PRESENT:**

*Chairman Presiding:* *Warren W. Faus*
*Vice Chairmen:* *Mrs. John B. Bunker*
*Carl D. Gustavson*
*Secretary:* *Mrs. Hart H. Spiegel*

*Hatsuro Aizawa*
*Alexander D. Calhoun*
*Mrs. Daniel E. Chu*
*R. Gwin Follis*
*James M. Gerstley*
*Mrs. Lewis Lowe*
*Donald R. Meyer*
*Mrs. Robert Seller*

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**ABSENT:**

*Carl D. Gustavson*
*Thomas J. Klitgaard*
*Mrs. Brayton Wilbur, Jr.*

**ALSO ATTENDING:**

*The Honorable Dianne Feinstein, Mayor of San Francisco*
*Peter Henschel, Deputy for Management and Programs, City of San Francisco*
*James E. O'Brien, Past Commissioner*

**IN ATTENDANCE:**

*Rand Castile, Director*
*Judith L. Teichman, Deputy Director*
*Margaret S. Lindsay, Executive Secretary*

**CALL TO ORDER:**

*The special meeting of the Executive Committee was called to order at 10:00 A.M. by Chairman Warren W. Faus, a quorum being present. Mr. Faus then welcomed Mayor Feinstein and Mr. Henschel to the meeting which had been called to discuss budgetary matters.*

*Mr. Faus advised Mayor Feinstein that during the Commission's retreat meeting in October 1986, a careful review was made of the strengths and weaknesses of the Museum. Also at that time, a searching look was made into the steps that could be taken to make the Museum a more exciting and functional institution and what was needed in the way of resources and staffing to accomplish this end. This Commission retreat meeting resulted in the formation of an institutional long-range plan.*

*Additionally, a careful investigation was made into the increasing strain on the Foundation since, over the years, the Foundation's involvement in the funding of staffing has increased to a level that has severely hampered the Foundation's ability to advance its programs of acquisitions and education, the express purposes for which the Foundation was established. It is anticipated that in the coming fiscal year, some $800,000 will be expended by the Foundation for personnel costs alone and a deficit of $300,000 for the year has been projected.*

*In light of the above considerations, it was felt that the budget submitted to the City had been carefully and thoughtfully formulated.*

*Mr. Gerstley and Ms. Teichman explained that the decline in revenue was due to a combination of declining interest rates on investments and the lack of a major exhibition next year, thus creating a dangerous budgetary situation.*

*Mr. O'Brien then dealt at some length with the City's legal obligation to fund the Museum adequately, particularly in light of the 1969 agreement between the City and Avery Brundage--an obligation which the City had failed to fulfill--and he pointed out that the members of the Asian Art Commission had a responsibility to see that the City lived up to its agreement.*

*Mayor Feinstein then expressed her deep concern with the City's fiscal situation, but indicated some understanding of the needs of the Asian Art Museum. With this in mind, she proposed a budget increase for fiscal 1987-88 of $227,000, to be used as the Commission sees fit, as the first part of a four-year program which, when completed, would amount to some $700,000, the figure identified by the Museum staff as the cost of the Museum's priority needs. The initial increase of $227,000 could either be used to support new designated positions in the City-funded portion of the budget, or that amount could be designated as a lump sum to the Asian Art Museum Foundation, subject to the approval of the Board of Supervisors as part of the budget process. Mayor Feinstein also advised that she would include in her budget message a strong recommendation that her successor carry out the remaining stages of this phase-in of essential Museum positions.*

*Mr. Faus expressed the Commission's gratitude to the Mayor for her presence at the meeting and advised that the Executive Committee would discuss her proposal and report its decision to her as soon as possible but in no event later than Monday, May 4. Mayor Feinstein and Mr. Henschel then departed the meeting.*

*After a complete discussion of the Mayor's proposal and the Museum's budgetary priorities, in a spirit of cooperation and with the understanding that Mayor Feinstein will include in her budget message a strong recommendation that her successor carry out the remaining stages of this phase-in of essential Museum positions, on motion made, seconded and unanimously carried, the Commission voted to accept the Mayor's proposal regarding the fiscal year 1987-88 budget without prejudice to the Asian Art Commission's position that what we sought in our initial budget request is what is required to fulfill the City's legal obligation to fund operation of the Asian Art Museum.*

***ADJOURNMENT:***

*There being no further business to discuss, on motion made, duly seconded, and unanimously carried, the meeting was adjourned at 11:30 A.M.*

*Mrs. Hart H. Spiegel*
*Secretary*

*Approved:*

*Warren W. Faus, Chairman*

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RAND CASTILE
Director

CLARENCE F. SHANGRAW
Chief Curator

## *AGENDA*

### *ASIAN ART COMMISSION*

### *EXECUTIVE COMMITTEE MEETING*

***Tuesday, June 2, 1987, 2:00 P.M.***

***Conference Room, Second Floor***

***Asian Art Museum, Golden Gate Park***

*There will be an opportunity for public comment before action is taken on any agenda item.*

1. *Call to Order*

2. *Approval of Minutes of Special Executive Committee Meeting of May 1, 1987*

3. *Chairman's Report*

   *Consideration of request to refer Korean Manuscript for additional review*

   *If the Commission decides not to refer the Manuscript for further review, vote on acceptance or rejection of the Korean Manuscript*

4. *Director's Report*

5. *Deputy Director's Report*

6. *Chief Curator's Report*

7. *Reports from Committee Chairman as needed*

8. *Other Matters to be Discussed by Members of the Committee and the Public*

9. *Adjournment*

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# ASIAN ART COMMISSION

## EXECUTIVE COMMITTEE MEETING

**Tuesday, June 2, 1987 - 2:00 P.M.**

**Conference Room - Asian Art Museum**

**Golden Gate Park, San Francisco, CA**

**PRESENT:**

*Chairman Presiding:* Warren W. Faus
*Vice Chairmen:* Mrs. John B. Bunker, Carl D. Gustavson, Thomas J. Klitgaard
*Secretary:* Mrs. Hart H. Spiegel

R. Gwin Follis
Donald R. Meyer
Mrs. Robert Seller
Mrs. Brayton Wilbur, Jr.

**ABSENT:**

Alexander D. Calhoun
James M. Gerstley

**IN ATTENDANCE:**

Neil D. Chaitin, Vice Chairman/Treasurer, Asian Art Museum Foundation
Yvon d'Argence, Director Emeritus
James E. O'Brien, Past Commissioner
Jerry Spain, Deputy City Attorney
William Bennett Turner, Attorney, Law Firm of Turner & Brorby
Anita Weinert, Court Reporter, Hanna Kaufman Agency

Rand Castile, Director
Judith L. Teichman, Deputy Director
Clarence Shangraw, Chief Curator
Ruth Anderson, Public Relations Officer
Yoshiko Kakudo, Curator of Japanese Art
Richard Mellott, Curator of Education
Margaret S. Lindsay, Executive Secretary

**CALL TO ORDER:**

The meeting of the Executive Committee was called to order at 2:00 P.M. by Chairman Warren W. Faus, a quorum being present.

**EXECUTIVE SESSION:**

Mr. Faus announced that the Executive Committee would hold an executive session under Government Code Section 54956.9(b)(1) on acceptance or rejection of the Korean Manuscript submitted by Yvon d'Argence pursuant

***EXECUTIVE SESSION:*** *(Continued)*

*The Chair consulted with the City Attorney regarding potential litigation referenced in a letter from William B. Turner, Esquire, of Turner & Brorby, attorneys at law, representing Yvon d'Argence, in which he alleged breach of contract and violation of the implied covenant of good faith and fair dealing in connection with Mr. d'Argence's agreement with the City to produce handbooks on the collection.*

*At the conclusion of executive session, the Executive Committee Meeting returned to public session.*

***APPROVAL OF MINUTES:***

*The minutes of the Special Meeting of the Executive Committee of May 1, 1987, having been mailed to all Commissioners, were approved unanimously.*

***CHAIRMAN'S REPORT:***

*Consideration of Request to Refer Korean Manuscript for Additional Review*

*Mr. Faus requested the Executive Committee's consideration of Mr. d'Argence's May 1, 1987 request that the Korean Manuscript be referred to an expert or panel of experts for additional scholarly review. Mrs. Wilbur moved that the request be rejected and the motion was seconded. On Mr. Faus' request for discussion of the motion, Mr. Turner addressed the Committee on Mr. d'Argence's behalf. At the conclusion of Mr. Turner's address, the Chairman called for a vote on the motion made and seconded to reject the request by Mr. d'Argence to refer the Korean Manuscript for additional scholarly review and opinion, and the motion was carried unanimously.*

*Decision to Accept or Reject the Korean Manuscript*

*Since the Executive Committee voted to reject Mr. d'Argence's request that his manuscript be referred for further review, the next item on the agenda, Decision to Accept or Reject the Korean Manuscript, was addressed. Mrs. Bunker moved that the Executive Committee reject the Korean Manuscript as submitted by Mr. d'Argence. The motion was seconded, and, all being in favor, was carried unanimously.*

*At this point, Mr. Turner and Mr. d'Argence left the meeting.*

***DIRECTOR'S REPORT:***

*Mr. Castile reported on his and Mr. Mellott's recent trip to Japan and Korea stating that it was an extremely exciting and productive trip and extending his thanks to Mr. Meyer who arranged for a series of fruitful appointments in Korea.*

*Mr. Castile then expressed his sincere appreciation to Mr. Klitgaard for the gift made by Tandem Computers, Inc. of several computers for the use of the Museum staff. At the same time, Mr. Faus also remarked that the computers were received and accepted with the thanks of the entire Commission.*

***CHIEF CURATOR'S REPORT:***

*Mr. Shangraw had no official report to make but commented on the installation of the jade display into a more appropriate, intimate setting. This reinstallation was underwritten by a grant from the Wells Fargo Foundation.*

*In addition, he advised that the John Williams video project was just getting underway and a completion date of early September has been projected.*

***NOMINATING COMMITTEE REPORT:***

*A brief discussion took place regarding the ability of members of the Commission to regularly attend Commission meetings.*

***DEPUTY DIRECTOR'S REPORT:***

*Ms. Teichman advised of the upcoming meetings at the Civic Center of the American Association of Museums and the preparations made at the Museum for the occasion.*

***OTHER MATTERS:***

*After discussion, a motion was made that the Chairman appoint a Negotiations Committee to be composed of two or three Commissioners involved on a long-term basis with the pertinent problems, and members of the staff, for the purpose of arriving at a mutually agreeable solution to the existing problems with the Korean Manuscript. The motion was seconded and unanimously carried.*

***ADJOURNMENT:***

*There being no further business to discuss, on motion made, duly seconded, and unanimously carried, the meeting was adjourned at 3:40 P.M.*

*Mrs. Hart H. Spiegel*
*Secretary*

*Approved:*

*Warren W. Faus, Chairman*

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CITY AND COUNTY OF SAN FRANCISCO

# ASIAN ART COMMISSION

ASIAN ART MUSEUM • THE AVERY BRUNDAGE COLLECTION

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MRS. WALTER H. SHORENSTEIN

RAND CASTILE
Director

CLARENCE F. SHANGRAW
Chief Curator

[AGENDA]

**NOTICE OF SPECIAL MEETING**

**ASIAN ART COMMISSION**

**EXECUTIVE COMMITTEE**

**Friday, September 18, 1987 - 9:00 A.M.**

**Commission Conference Room**

**Asian Art Museum - Golden Gate Park**

Please advise Marge Lindsay at 668-2278 whether or not you will attend this important meeting.

MAIL ADDRESS: ASIAN ART MUSEUM • GOLDEN GATE PARK • SAN FRANCISCO, CA 94118 • TELEPHONE (415) 986-7629

CITY AND COUNTY OF SAN FRANCISCO

# ASIAN ART COMMISSION

ASIAN ART MUSEUM • THE AVERY BRUNDAGE COLLECTION

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RAND CASTILE
Director

LAWRENCE L. SHANGRAW
Chief Curator

**ASIAN ART COMMISSION**

**MEETING SCHEDULE - 1987-88**

The Asian Art Commission will meet regularly on the first Tuesday of November, January, March and May and on the second Tuesday of July and September at 2:00 P.M..

The Executive Committee will meet regularly on the first Tuesday of alternate months -- October, December, February, April, June, and August at 9:30 A.M.

Unless otherwise notified, all meetings will be held in the Commission Conference Room on the second floor of the Asian Art Museum, Golden Gate Park, San Francisco.

The following is the schedule for fiscal 1987-88:

| | |
|---|---|
| Executive Committee | October 6, 1987 |
| Commission Meeting | November 3, 1987 |
| Executive Committee | December 1, 1987 |
| Commission Meeting | January 5, 1988 |
| Executive Committee | February 2, 1988 |
| Commission Meeting | March 1, 1988 |
| Executive Committee | April 5, 1988 |
| Commission Meeting | May 3, 1988 |
| Executive Committee | June 7, 1988 |
| Commission Meeting | July 12, 1988 |
| Executive Committee | August 2, 1988 |
| Annual Meeting | September 13, 1988 |

Please retain this schedule for your records and referral.

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ASIAN ART COMMISSION

EXECUTIVE COMMITTEE

September 18, 1987

The Minutes of this meeting are missing.

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# ASIAN ART COMMISSION

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RAND CASTILE
Director

CLARENCE F. SHANGRAW
Chief Curator

## AGENDA

**ASIAN ART COMMISSION**

**EXECUTIVE COMMITTEE MEETING**

**Tuesday, October 6, 1987 - 9:30 A.M.**

**Commission Conference Room - Second Floor**

**Asian Art Museum - Golden Gate Park**

There will be an opportunity for public comment before action is taken on any agenda item.

1. Call to Order
2. Approval of Minutes of July 21, 1987 Meeting
3. Chairman's Report
4. Director's Report
5. Deputy Director's Report
6. Chief Curator's Report
7. Nominating Committee Report
8. Reports from Other Committee Chairmen as needed
9. Other Matters to be Discussed by Members of the Commission and the Public

13. Adjournment

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# ASIAN ART COMMISSION

## EXECUTIVE COMMITTEE MEETING

**Tuesday, October 6, 1987 - 9:30 A.M.**

**Commission Conference Room - Asian Art Museum**

**PRESENT:**

Chairman Presiding: Mr. Brayton Wilbur Jr.
Vice Chairmen: Mrs. John B. Bunker
Warren W. Faus
Secretary: Mrs. Hart H. Spiegel

R. Gwin Follis
Donald R. Meyer
Mrs. Robert Seller
John F. Williams

**ABSENT:**

James M. Gerstley
Carl D. Gustavson
Thomas J. Klitgaard

**IN ATTENDANCE:**

Neil D. Chaitin, Trustee, Asian Art Museum Foundation and Past Asian Art Commissioner
Judith L. Teichman, Deputy Director
Ann Squires, Development Officer
Margaret S. Lindsay, Executive Secretary

**CALL TO ORDER:**

The meeting of the Executive Committee of the Asian Art Commission was called to order at 9:25 A.M. by Chairman Mrs. Brayton Wilbur, Jr. a quorum being present.

**MEMORANDUM OF UNDERSTANDING (The Museum Society):**

Mrs. Wilbur advised that several minor revisions had been made to the draft Memorandum of Understanding between The Museum Society, the Fine Arts Museums, the Corporation of the Fine Arts Museums, the Asian Art Museum, and the Asian Art Museum Foundation, which had been approved by the Commission at its August 31, 1987 Annual Meeting. Since that time, The Museum Society decided that because the money involved was to be distributed to the Foundation, the following clause should be included in the Memorandum on Page 7, Paragraph 7:

Representation

"(b) The Asian Art Museum Foundation represents that any funds or property it receives as a result of this agreement will be used exclusively to support the activities and programs of the Asian Art Museum of San Francisco."

In addition, the following hold harmless clause was added to Page 8 of the Memorandum:

"(b) The Asian Art Museum Foundation hereby agrees to hold harmless and indemnify the Society and its directors, officers, agents, and employees from any claims or causes of action, including attorney's fees and costs, arising out of or relating to the distribution of assets to it pursuant to the terms of this agreement."

The revised Memorandum of Understanding is filed with and remains a part of these minutes.

After discussion, the following resolution was unanimously approved:

**RESOLVED,** that the Asian Art Commission does hereby approve in the form presented, the Memorandum of Understanding between the Fine Arts Museums of San Francisco, the Asian Art Museum of San Francisco, The Museum Society, the Corporation of the Fine Arts Museums, and the Asian Art Museum Foundation; and be it

**FURTHER RESOLVED,** that the Commission does authorize its Chairman or Vice Chairman to make or accept any changes to the Agreement which she or he deems necessary or appropriate, to execute the final document and any other documents which she or he deems appropriate, and to take any other actions she or he deems advisable to carry out the objectives and purposes of the Memorandum.

**CHAIRMAN'S REPORT:**

Joint Committee for the Museums - With regard to the proposed relocation of the Asian Art Museum to the main library building, Mrs. Wilbur reported that the proposition had been discussed at a recent meeting of the Joint Committee for the Museums and that the Fine Arts people had signed a letter affirming their desire to study the plan further. It was also agreed at that meeting that long-range studies would be performed on space requirements at the present location and the library building.

A motion made authorizing the Asian Art Museum representatives on the Joint Committee for the Museums to pursue the study of the combined needs of the Museums in terms of space was seconded and unanimously carried.

Fund-Raising Program - Regarding the progress of the fund-raising program, Mrs. Wilbur touched on several plans in progress including a proposed Pacific Rim Society, which would be composed of large corporate donors, and advised that a meeting would be scheduled to discuss certain privileges that could be awarded to such donors, for instance, use of the facilities for events, etc.

**CHAIRMAN'S REPORT:** (Continued)

Dedication of Galleries - After discussion, on motion made, seconded and unanimously carried, Commission approval was granted for the dedication of adjoining galleries, one in honor of James M. Gerstley and the other in honor of Marjorie Seller, in recognition of their many contributions to the Asian Art Museum over the past twenty-five years. The dedications were scheduled to take place on November 6, 1987.

Hong Kong Trip - Mrs. Wilbur then discussed briefly the planned February 7-14, 1988 trip to Hong Kong for Commissioners and members of the Connoisseurs Council and advised that information on the trip would be distributed soon.

**COMMITTEE REPORTS:**

Marketing Committee - Mr. Williams pointed out that the logo/identity program had reached a stage at which a consensus of the Executive Committee would shortly be required and indicated that the Marketing Committee was hopeful that a final representation would be available for approval at the next Executive Committee meeting.

He also advised that two videos (a short version and a longer version) promoting the Museum are nearing finalization and stated that this task could not have been accomplished without the outstanding cooperation of the staff. The Commission then, on motion made, duly seconded, and unanimously carried, expressed its sincere appreciation to Mr. Williams for his outstanding work in this area, having underwritten the cost and expended much of his personal time.

It was stressed at this time by Mr. Meyer that the Foundation should immediately obtain a copyright for both the logo and the videos.

Nominating Committee - Mr. Meyer placed the names of Brook H. Byers and Deepa Thomas in nomination for Mayor Feinstein's consideration of membership in the Asian Art Commission and, on motion made, duly seconded and unanimously carried, the two nominations were approved.

Exhibitions Committee - It was noted that the Exhibitions Committee would hold its first meeting on October 13, 1987 and that no formal report was available at this time.

Avery Brundage Centennial Committee - Mrs. Seller presented a report on the progress of the event, stating that to date 201 tickets had been sold. Mrs. Wilbur congratulated Mrs. Seller, Mrs. Shorenstein and Ms. Morgan on a job well done. Mrs. Seller then emphasized that planning for the next fund-raising function planned for January 1989 should begin immediately following the Avery Brundage party and advised that the Society for Asian Art is extremely anxious to be of assistance.

**OTHER BUSINESS:**

1. A motion reaffirming the intention of the Asian Art Museum to remain an active member of The Museum Society was duly seconded and unanimously carried.

2. Mrs. Bunker suggested that a major symposium be planned for late 1988 and it was agreed that the Public Programs Committee should study the possibilities and report back to the Commission with its findings.

**ADJOURNMENT:**

There being no further business to discuss, the meeting was adjourned at 10:25 A.M.

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CITY AND COUNTY OF SAN FRANCISCO

# ASIAN ART COMMISSION

ASIAN ART MUSEUM • THE AVERY BRUNDAGE COLLECTION

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MRS. WALTER H. SHORENSTEIN

RAND CASTILE
Director

CLARENCE F. SHANGRAW
Chief Curator

**REMINDER AND AGENDA**

**ASIAN ART COMMISSION**

**EXECUTIVE COMMITTEE MEETING**

**Tuesday, December 1, 1987 - 9:30 A.M.**

**Conference Room - Asian Art Museum**

There will be an opportunity for public comment before action is taken on any agenda item.

1. Call to Order
2. Approval of Minutes of October 6, 1987 Meeting
3. Approval of Resolution — Discount Program for Users of Public Transportation
4. Chairman's Report
5. Deputy Director's Report
6. Chief Curator's Report
8. Marketing Committee Report
   a. Logo/Identity Program
   b. Museum Use by Outside Groups
9. Exhibitions Committee Report
10. Development Committee Report
11. Other Matters to be Discussed by Members of the Commission and the Public.
12. Adjournment

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**ASIAN ART COMMISSION**

**EXECUTIVE COMMITTEE MEETING**

**Tuesday, December 1, 1987 - 9:30 A.M.**

**Commission Conference Room - Asian Art Museum**

**PRESENT:**

Chairman Presiding: Mrs. Brayton Wilbur Jr.
Vice Chairmen: Mrs. John B. Bunker
Warren W. Faus
Secretary: Mrs. Hart H. Spiegel

Alexander D. Calhoun
Mrs. Richard Dirickson, Jr.
R. Gwin Follis
James M. Gerstley
Donald R. Meyer
Mrs. Robert Seller
John F. Williams

**ABSENT:**

Carl D. Gustavson
Thomas J. Klitgaard

**IN ATTENDANCE:**

Andrea Leslie, Museum Activities Coordinator
Margaret S. Lindsay, Executive Secretary
Clarence Shangraw, Chief Curator
Ann Squires, Development Officer
Judith L. Teichman, Deputy Director
William Wahrhaftig, Volunteer Project Coordinator

**CALL TO ORDER:**

The meeting of the Executive Committee of the Asian Art Commission was called to order at 9:45 A.M. by Chairman Mrs. Brayton Wilbur, Jr. a quorum being present.

**APPROVAL OF MINUTES:**

The minutes of the October 6, 1987 meeting of the Executive Committee, having been mailed to all present, were approved unanimously.

**RESOLUTION - ADMISSIONS DISCOUNT PROGRAM:**

The following resolution was presented for the Commission's approval and after discussion was carried unanimously:

**WHEREAS,** it is in the interest of the Asian Art Museum to encourage and increase attendance at its galleries and programs; and

**WHEREAS,** traffic and parking in the area of the Music Concourse have become increasingly difficult; and

**WHEREAS,** the Asian Art Commission wishes to encourage the use of public transportation by establishing, in concert with other institutions in the Music Concourse area, an admissions discount program for users of public transportation; now therefore be it

**RESOLVED,** that in conjunction with the Fine Arts Museums and the California Academy of Sciences, the Chairman of the Asian Art Commission is hereby authorized to approve an admission discount for persons who use public transportation; and be it

**FURTHER RESOLVED,** that this promotion will be for one year beginning in January 1988, to coincide with MUNI's promotional material and will be reviewed in the fall of 1988 to ascertain if the discount will be continued.

**CHAIRMAN'S REPORT:**

Mrs. Wilbur read Mayor Feinstein's reply to her letter of support for the Mayor's Civic Center proposal, commenting that the Commissioners would be kept informed of any further occurrences in this regard.

The circulated draft Special Events Rental Policy was discussed in detail and was referred to a Committee for redefinition and resubmission to the Commission for final approval at its January meeting. The appointed Committee includes Mr. Gerstley, Mrs. Wilbur, Ms. Teichman, Mrs. Bunker, Mrs. Dirickson, Mr. Williams and Mrs. Leslie.

Mrs. Wilbur then acknowledged the tremendous support received from the Connoisseurs Council and the Society for Asian Art which, in recognition of its thirtieth anniversary, has made a $30,000 pledge to the Foundation's Endowment Fund. The Society for Asian Art has also offered to underwrite the lecture series which will be held in conjunction with the upcoming Powers Exhibition.

**DEPUTY DIRECTOR'S REPORT:**

Ms. Teichman announced the appointment of Lilia Villanueva as Public Relations/Marketing Officer, commenting that the position had been nationally advertised resulting in the receipt of many applications. Ms. Teichman advised that local public relations specialist and member of the Marketing Committee, Ernest Beyl, had assisted staff in screening the applications and had participated in the initial interviews and that Mrs. Wilbur and Mr. Williams had participated with staff in the final interview. She expressed confidence that Ms. Villanueva was an excellent choice and would be a competent and enthusiastic spokesperson for the Museum.

Reference was then made by Mr. Meyer to the existence of a personnel hiring policy and, after discussion, it was decided that future Commission meetings would include updates on current open and filled positions at the Museum, along with appropriate sources of funding for those positions. It was also agreed that a report of those positions filled since July 1, 1987 would be provided at the January Commission meeting.

**CHIEF CURATOR'S REPORT:**

Mr. Shangraw commented on the successful Japanese Lacquers Show which recently closed and the first video ever produced covering the subject of Japanese lacquers. He also touched on the recent opening of the exhibition, Paths to Enlightenment, and the associated press conference scheduled to take place during the following week.

He advised of his trip to Fukui, Japan for the opening of an exhibition which included ten Japanese Screens and several paintings from the Brundage Collection and indicated that a poster depicting one of the screens was being displayed throughout Japan. He cited museums in San Antonio, Dallas, Ottowa, and Tulsa to which Asian Art Museum objects will be sent on loan and stated that further opportunities to introduce Asian art to areas where it is presently unavailable should be actively pursued in the future.

Mr. Shangraw reiterated the success of the recent Connoisseurs Council meeting, indicating that two important objects were acquired as well as seven additional seven objects through personal donations.

Mr. Shangraw advised that the Curators have begun to write a catalog on one hundred fifty of the most famous pieces in the overall collection, concentrating on their meaning and the reasons for their importance; expectations are for an end of the summer printing. He also noted that the Japanese Handbook was being totally rewritten.

He announced the appointments of Nancy Hock to Associate Curator of Southeast Asian Art and Aislinn Scofield to Coordinator for Asian Community Outreach Programs.

The policy regarding the appointment of personnel was again discussed and it was decided that these guidelines would be reexamined and pertinent information forwarded to the Executive Committee as soon as possible.

**COMMITTEE REPORTS:**

Marketing Committee - Mr. Williams presented an update on the Museum image program which he felt could be ready for submission for Commission approval in January. In addition, he advised of the division of the various marketing tasks into five key areas--Image Program, Annual Fund-Raising Event, Special Events, Public Relations, and Overall Marketing Plan and noted that formulation of a preliminary overall marketing plan for the Museum is anticipated by February.

Exhibitions Committee - Mr. Meyer reported that funding for the Powers Exhibition had been committed by Duty Free Shoppers and briefly told of tentative plans for two upcoming exhibitions, Asian Embroideries, Myths and Puns, for which N.E.A. commitments of $15,000 had been received. He advised that the Exhibitions Committee had met twice and is scheduled to meet again in January and that an Exhibitions Policy is in the formulation stage with plans for presentation for Commission approval some time in the spring.

It was reported that $30,000 for the reinstallation of the Japanese Galleries after the Powers Exhibition had been granted by N.E.A. Mrs. Wilbur stressed the importance of funneling in advance to Mr. Williams and/or Mrs. Dirickson, Cochairmen of the Marketing Committee, the appropriate information on exhibitions, public programs, and other events requiring marketing.

Development Committee - Mr. Gerstley advised that the Development Committee had divided its tasks into three areas and designated Chairmen for the subcommittees as follows:

Major Individual Gifts - Judith F. Wilbur, Chairman
Foundation Support - James M. Gerstley, Chairman
Corporate Support - Laura Enos, Roger Fleischmann, Cochairmen

He then reported briefly on the progress made to date by each of the subcommittees, stressing that while progress is being made, such work takes time and patience.

Public Programs Committee - Mrs. Bunker reported that the Library's recent surplus book sale through California Book Auction resulted in proceeds of approximately $11,000 which will be utilized for new library books.

Mrs. Bunker then requested guidance on the question of making the various Museum lists of contacts available to other organizations. It was stated that these lists are the property of the Museum and extreme care should be exercised in making them available. The policies of various other societies with regard to this subject were discussed briefly and it was decided that Ms. Teichman, Ms. Squires and Mrs. Leslie would formulate a preliminary policy concerning name and address lists to be presented, in writing, for the Commission's consideration.

**OTHER MATTERS:**

1. Mr. Meyer stressed the importance of keeping the various institutional policies on file in the Commissioners Handbook and the advisability of including at future meetings a personnel data report, consisting of information on new hires, terminations, new position descriptions, salary changes, etc.

2. Mr. Gerstley requested that consideration be given by the Committee to some sort of compensation for the Director in recognition of his accomplishments and Mr. Meyer suggested that it be made in the form of a bonus. After discussion, a motion made authorizing Mr. Gerstley and Mrs. Wilbur, as Chairmen of the Foundation and Commission, respectively, to offer an appropriate bonus to Mr. Castile, to be funded by the Foundation, was duly seconded and carried unanimously.

3. It was noted that Congresswoman Nancy Pelosi had been invited to join the Commissioners for an informal lunch at the Museum on January 12, 1988. In addition, Mr. Art Agnos has also been invited to tour the Museum some time in the near future.

**ADJOURNMENT:**

There being no further business to discuss, the meeting was adjourned at 11:25 A.M.

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CHAIRMAN
HAYSURO AIZAWA
MRS. JOHN B. BUNKER
BROOKE BYERS
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EDWARD M. NAGEL
MRS. WALTER H. SHORENSTEIN

RAND CASTILE
DIRECTOR

CLARENCE F. SHANGRAW
CHIEF CURATOR

January 26, 1988

[Agenda]

To: Members of the Executive Committee

From: Judith F. Wilbur
Chairman

Re: **Cancellation of Executive Committee Meeting Scheduled for Tuesday, February 2, 1988**

This is to advise that the Asian Art Commission Executive Committee Meeting scheduled for Tuesday, February 2, 1988 has been cancelled.

cc: Rand Castile
Clarence Shangraw
Ann Squires
Judith L. Teichman

ASIAN ART MUSEUM
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SAN FRANCISCO, CA 94118
TELEPHONE (415) 668-8921
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ASIAN ART MUSEUM OF SAN FRANCISCO

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RAND CASTILE
DIRECTOR

CLARENCE F. SHANGRAW
CHIEF CURATOR

**NOTICE OF MEETING AND AGENDA**

**ASIAN ART COMMISSION**

**Executive Committee Meeting**

**Tuesday, April 5, 1988 - 9:30 A.M.**

**Commission Conference Room - Asian Art Museum**

1. Call to Order

2. Approval of Minutes of December 1, 1987 Meeting

3. Review and Planning Session for Retreat

4. Adjournment

1-032

ASIAN ART MUSEUM
OF SAN FRANCISCO
GOLDEN GATE PARK
SAN FRANCISCO, CA 94118
TELEPHONE (415) 668-8921
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ASIAN ART COMMISSION

EXECUTIVE COMMITTEE

April 5, 1988

The Minutes of this meeting are missing.

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ASIAN ART MUSEUM OF SAN FRANCISCO

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May 26, 1988

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RAND CASTILE
DIRECTOR

CLARENCE F. SHANGRAW
CHIEF CURATOR

**AGENDA**

**ASIAN ART COMMISSION**

**EXECUTIVE COMMITTEE MEETING**

**Tuesday, June 7, 1988 - 9:30 A.M.**

**Conference Room - Asian Art Museum**

There will be an opportunity for public comment before action is taken on any agenda item.

1. Call to Order
2. Approval of Minutes of April 5, 1988 Meeting
3. Discussion of Fiscal 1987-88 Budget and Projections for Fiscal 1988-89
4. Development Department Issues
   a. Position Description - Director of Development
   b. Development Office Financial Report
5. Game Plan - Corporate Committee
6. Exhibitions Update (Olympic Fund-Raiser)
7. Department of Parks and Recreation
   a. Traffic and Parking in the Concourse on Sunday
   b. Door to the Japanese Tea Garden
8. Other Matters to be Discussed by Members of the Commission and the Public.
9. Adjournment

N-008

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GOLDEN GATE PARK
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ASIAN ART COMMISSION

EXECUTIVE COMMITTEE

June 7, 1988

The Minutes of this meeting are missing.

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**ASIAN ART COMMISSION**

**EXECUTIVE COMMITTEE MEETING**

**Tuesday, August 2, 1988 - 9:30 A.M.** Minutes

**Commission Conference Room - Asian Art Museum**

**PRESENT:**

Chairman Presiding: Mrs. Brayton Wilbur Jr.
Chief Financial Officer: Thomas J. Klitgaard

Laura Enos
James M. Gerstley
Mrs. Lewis Lowe
Donald R. Meyer
James E. O'Brien
Mrs. Robert Seller
Richard F. Shelton
John F. Williams

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**ABSENT:**

Mrs. John B. Bunker
Alexander D. Calhoun
R. Gwin Follis
Carl D. Gustavson
Mrs. Hart H. Spiegel

**IN ATTENDANCE:**

Rand Castile, Director
Clarence Shangraw, Chief Curator
Judith L. Teichman, Deputy Director
Margaret S. Lindsay, Executive Secretary
Jee Hi Park, Third Year Law Student - Volunteer

**CALL TO ORDER:**

The meeting of the Executive Committee of the Asian Art Commission was called to order at 9:30 A.M. by Chairman Wilbur, a quorum being present.

**APPROVAL OF MINUTES:**

The minutes of the June 7, 1988 meeting of the Executive Committee, having been mailed to all present, were approved unanimously.

**RESTRUCTURE OF COMMISSION AND FOUNDATION:**

After discussion, the following proposal was recommended by the Executive Committee for consideration at the Annual Meeting on September 14:

1. Mrs. Lewis Lowe to be named as Chairman Elect of the Commission in September, to officially take office as Chairman of the Asian Art Commission on January 1, 1989;

2. Mrs. Brayton Wilbur, Jr. to be named as Chairman Elect of the Asian Art Museum Foundation, to officially take office on January 1, 1989;

3. James M. Gerstley to remain as Chairman of the Asian Art Museum Foundation until January 1, 1989, subsequently to be named as Honorary Chairman of the Foundation;

4. Richard F. Shelton to be named as Chief Financial Officer Elect in September, to officially take office on January 1, 1989;

5. Current committees to remain as they are until January 1, 1989; committee restructuring to be accomplished at the October Executive Committee Meeting for submission to the full Commission at the November Commission meeting;

6. Formulation of a Coordinating Committee to commence operation on January 1, 1989 and consisting of:

   Chairman, Foundation
   Chairman, Commission
   Chief Financial Officer
   One Member of the Foundation
   One Member of the Commission

   This Committee is intended to be a working executive committee to assist the Director in major administrative decisions.

**DEVELOPMENT OFFICER POSITION:**

Mr. Castile reported on the status of the search for the Development Officer position.

**LIBRARY:**

Asian Art Museum Task Force Committee - Library Plan - Mrs. Wilbur defined the goals of the Museum's Task Force Committee as being to support the Library Task Force Committee's efforts in the passage of the bond issue and, assuming it passes, to begin preliminary plans for a long-term fund-raising campaign. She advised that the two committees had met recently to discuss the role the Museum should play. Following discussion, the Executive Committee agreed that the Museum would cosponsor a wine and cheese reception at the Museum as a means of showing support.

Charter Amendment - Ms. Teichman advised that Nancy Walker will offer to the Board of Supervisors an official argument in support of the Charter Amendment relating to the Asian Art Commission.

**CHIEF CURATOR'S REPORT:**

Mr. Shangraw reported on the progress of the selection of a museum photographer and advised that a Native American woman had been chosen for the open Conservation Technician position.

A request made by the Curator of Japanese Art, to change the Yoko Woodson's title from Curator's Aide to Assistant Curator was considered by the Commmission and Mr. Meyer moved for approval of this request. The motion was duly seconded and unanimously carried.

Mr. Shangraw advised that the **Myths and Rebuses** show was now open to the public and will run through March 1989.

**ADJOURNMENT:**

There being no further business to discuss, the meeting was adjourned at 11:00 A.M.

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ASIAN ART MUSEUM
OF SAN FRANCISCO

September 20, 1988

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**AGENDA**

**ASIAN ART COMMISSION**

**EXECUTIVE COMMITTEE MEETING**

**Tuesday, October 4, 1988 - 9:30 A.M.**

**Conference Room - Asian Art Museum**

There will be an opportunity for public comment before action is taken on any agenda item.

1. Call to Order

2. Approval of Minutes of August 2, 1988 Meeting

3. Chairman's Report

   a. Library Bond Issue
   b. Committee Organization

4. Director's Report - Xian Exhibition

5. Other Matters to be Discussed by Members of the Commission and the Public

6. Adjournment

N-008

THE AVERY BRENDAGE
COLLECTION

GOLDEN GATE PARK
SAN FRANCISCO
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**ASIAN ART COMMISSION**

**EXECUTIVE COMMITTEE MEETING**

**Tuesday, October 4, 1988 - 9:30 A.M.**

**Commission Conference Room - Asian Art Museum**

Minutes

**PRESENT:**

Chairman Presiding: Mrs. Brayton Wilbur Jr.
Secretary Mrs. Hart H. Spiegel

R. Gwin Follis
Mrs. Lewis Lowe
Mrs. Robert Seller
John F. Williams

**ABSENT:**

Mrs. John B. Bunker
Warren W. Faus
James M. Gerstley
Carl D. Gustavson
Thomas J. Klitgaard

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**IN ATTENDANCE:**

Rand Castile, Director
Clarence Shangraw, Chief Curator
Judith L. Teichman, Deputy Director
Lilia Villanueva, Director, Public Relations and Marketing
Margaret S. Lindsay, Executive Secretary

**CALL TO ORDER:**

The meeting of the Executive Committee of the Asian Art Commission was called to order at 9:35 A.M. by Chairman Wilbur, a quorum being present.

**APPROVAL OF MINUTES:**

The minutes of the August 3, 1988 meeting of the Executive Committee, having been mailed to all present, were approved unanimously.

**CHAIRMAN'S REPORT:**

a. Library Bond Issue - Mrs. Wilbur reported on the current status of the library bond issue campaign and a discussion followed.

b. Committee Organization - The subject of committee restructure in accordance with the proposed outlines attached was placed on the table for discussion. During the lengthy discussion that followed, the reasoning behind the proposed reorganization was defined as a need for closer integration and more efficient coordination of the Commission and Foundation. At the same time, the requirement for a clear definition of the key responsibilities of each group was emphasized and it was suggested that a document be formulated to clearly spell out these responsibilities as well as the relationship between the Commission and Foundation, especially with regard to the control of funds raised in the name of the Museum.

The responsibilities of the various committees were discussed in detail and it was decided that a brief description of the purpose of each committee would be written and that the proposed committee composition would be translated into a graphic format for ease of understanding.

The Executive Committee will meet next at a special luncheon meeting on **Tuesday, October 18, 1988, at 11:30 A.M.**, to further refine committee composition so that a firm proposal on the subject can in turn be submitted for the full Commission's consideration at its regular November 22 meeting.

**DIRECTOR'S REPORT:**

Views from the Jade Terrace - Mr. Castile spoke briefly about the events associated with the upcoming exhibition, affirming his expectation that this exhibition, the first in history devoted to the subject, will be a beautiful and popular show. He noted that the major contributors are The Museum Society Auxiliary, Linda Noe Laine and Ann Getty.

**DIRECTOR'S REPORT:** (Continued)

Museum Trustee Committee for Research and Development - Mr. Castile advised of the upcoming meeting of this Committee in Florida on October 27-29 and recommended Museum representation at the meeting.

Development Officer Position - Robert Berry, the gentlemen selected for the Development Officer position, has withdrawn his candidacy for medical reasons. The interviewing process for this position will be continued.

**CHIEF CURATOR'S REPORT:**

Exhibition Update - Mr. Shangraw presented a report on the ongoing negotiations for Xian exhibition and indicated that, if procured, the most realistic date for the exhibition is now the fall of 1989.

He advised that he, Nancy Hock, Curator of Southeast Asian Art, and Linda Scheifler, Conservator, would travel to Viet Nam, to continue the development of an exhibition from that country.

Mr. Shangraw advised of an exhibition of the works of Yani, a Chinese child genius of visual arts, being planned by the Kansas City Museum. Because the $5,000 participation fee is due at this time, he suggested using the funds taken from the curatorial budget to guarantee **Views from the Jade Terrace**, now that that show has been funded. After discussion, a motion was made to approve Mr. Shangraw's suggestion; the motion was duly seconded and carried unanimously.

Regarding the insurance settlement on the two objects broken during the 100 Flowers loan show, Ms. Teichman reported the insurance adjuster is prepared to recommend full payment of the claim in the amount of the fair market value of the objects. Mr. Shangraw requested the Commission's approval to accept the fair value settlement from the insurance company, less a sum of no more than $1,500 for each of the broken objects, which would be retained for study purposes. If the adjuster, however, decides that the broken objects are worth more than $1,500 apiece, the Museum will not retain them. On motion made and duly seconded, the Executive Committee unanimously approved Mr. Shangraw's recommendation.

**OTHER MATTERS:**

Ms. Teichman called attention to a proposed year-end solicitation letter and a letter on the subject of Foundation Insurance, both of which were distributed and are attached to these minutes, inviting review and comment.

Mr. Castile commented about the success of the Annual Connoisseurs Council Luncheon, held on September 24, at which a total of seven objects were purchased for the Museum with Connoisseurs Council and private funds. A listing of those objects is attached to these minutes.

**ADJOURNMENT:**

There being no further business to discuss, the meeting was adjourned at 11:07 A.M.

**ASIAN ART COMMISSION**

**Proposed Committee Structure**

Executive Committee

Finance Committee

Acquisitions & Loans Committee

Public Programs Committee

Exhibitions Committee

Ethics Committee

Joint Committee for Museums

Nominating Committee

1-045
October 3, 1988

**ASIAN ART MUSEUM FOUNDATION**

**Proposed Committee Structure**

1. Coordinating Committee

   Chairman of the Foundation
   Chairman of the Commission*
   Chairman of Finance Committee
   Member of the Foundation
   Member of the Commission*

   *Ex-Officio Member

2. Finance Committee (To meet Quarterly)

   Responsible for:
   Investment
   Budget
   Audit

3. Development Committee (To meet Quarterly)

   Composed of Chairmen of the following Committees:
   Finance
   Marketing
   Special Events
   Exhibitions
   Public Programs
   Corporations
   Foundations
   Individual Major Gifts
   Acquisitions

4. Marketing Committee

5. Nominating Committee

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Objects Voted on for Purchase at

Connoisseurs Council Meeting of September 24, 1988

| | | |
|---|---|---|
| R1988.42 | Vietnamese Temple Vase | $ 29,732 |
| R87.65 | Korean Wheeled Cart Vessel | 22,830 |
| R1988.21 | Chinese Glass Bowl | 3,150 |
| R87.51 | Indian Terracotta, Ramayana | 57,750 |

Also, through individual pledges, three additional objects are in the acquisition or accession stages:

| | | |
|---|---|---|
| R1988.25 | Chinese Embroidered Scroll | $105,525 |
| R1988.9.1 | Monkey, Shikibu | 12,600 |
| R87.69 | Thai Royal Sarong | 10,553 |

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RAND CASTILE
DIRECTOR

CLARENCE F. SHANGRAW
CHIEF CURATOR

October 13, 1988

**REVISED AGENDA**

**ASIAN ART COMMISSION**

**SPECIAL EXECUTIVE COMMITTEE MEETING**

**Tuesday, October 18, 1988 - 11:30 A.M.**

**Conference Room - Asian Art Museum**

There will be an opportunity for public comment before action is taken on any agenda item.

1. Call to Order

2. Proposed Interim and Permanent Appointment of Accountant and Discussion of Temporary Disability and Eventual Retirement of Current Staff Accountant

3. Committee Reorganization

4. Adjournment

N-008

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ASIAN ART COMMISSION

EXECUTIVE COMMITTEE

October 18, 1988

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**ASIAN ART COMMISSION**

**NOTICE OF SPECIAL MEETING**

**EXECUTIVE COMMITTEE**

**Tuesday, December 20, 1988 - 8:30 A.M.**

**Conference Room - Asian Art Museum**

The purpose of this special meeting of the Executive Committee of the Asian Art Commission is to grant authorization to the Director to accept year-end gifts of art made to the Asian Art Museum.

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**ASIAN ART COMMISSION**

**SPECIAL EXECUTIVE COMMITTEE MEETING**

**Tuesday, December 20, 1988 - 8:45 A.M.**

**Commission Conference Room - Asian Art Museum**

[Minutes]

**PRESENT:** Chairman Presiding: Mrs. Brayton Wilbur, Jr.
Vice Chairman: Warren W. Faus

James M. Gerstley
Mrs. Lewis Lowe
Mrs. Robert Seller
John F. Williams

**ALSO PRESENT:** Rand Castile, Director
Judith L. Teichman, Deputy Director
Margaret S. Lindsay, Executive Secretary

**CALL OR ORDER:**

The special meeting of the Executive Committee of the Asian Art Commission was called to order at 8:45 A.M. by Chairman Wilbur.

**RESOLUTION C88-008:**

Resolution C88-008 was presented for the Committee's consideration as follows:

**Resolution C88-008**

**Authorization for Director to Accept Year-End Gifts of Art**

**RESOLVED,** That the Asian Art Commission does hereby authorize the Director or his designee to accept gifts of art offered to the Asian Art Museum from December 20 through December 31, 1988, if in his judgement he deems acceptance suitable after consultation with the appropriate staff curator, or the Acquisitions and Loans Committee Chairman, or the Chairman of the Commission, if available, before the time by which he or his designee has to accept the offer of the gift; and be it

**FURTHER RESOLVED,** That the Director shall report to the Asian Art Commission at its January meeting the gifts of art accepted during this period.

Mr. Faus moved for approval of the Resolution; Mr. Williams seconded, and the motion was carried unanimously.

**ADJOURNMENT:**

The meeting was then adjourned at 8:50 A.M.

ASIAN ART MUSEUM
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ASIAN ART MUSEUM
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THE AVERY BRUNDAGE
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MRS. WALTER H. SHORENSTEIN

RAND CASTILE
DIRECTOR

CLARENCE F. SHANGRAW
CHIEF CURATOR

**AGENDA**

**ASIAN ART COMMISSION**

**EXECUTIVE COMMITTEE MEETING**

**Tuesday, February 7, 1989 - 10:30 A.M.**

**Conference Room - Asian Art Museum**

There will be an opportunity for public comment before action is taken on any agenda item.

1. Call to Order

2. Approval of Minutes
   a. October 4, 1988 Executive Committee Meeting
   b. October 18, 1988 Special Executive Committee Meeting
   c. December 20, 1988 Special Executive Committee Meeting

3. Chairman's Report
   a. Resolution C89-012, Approval of Director's Contract
   b. Report on Odyssey through the Orient
   c. March Fong Eu, Speaker, March 7, 1989 Commission Luncheon
   d. Other Informational Items

4. Director's Report
   a. Minority Press Luncheon, February 22, 1989
   b. Other Informational Items

5. Deputy Director's Report
   a. Budget Report
   b. Other Informational Items

6. Chief Curator's Report

7. Committee Appointments - Mrs. Lewis Lowe

8. Committee Reports
   a. Ad hoc Planning Committee
   b. Public Programs Committee
   c. Acquisitions and Loans Committee - Approval of Resolutions C89-007, C89-008, C89-009, C89-010 and C89-011, attached
   d. Other Committee Reports as Needed

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9. Foundation Report - Mrs. Brayton Wilbur, Jr.
   a. Phyllis Wattis Dinner, February 28, 1989
   b. Ad Hoc Search Committee (Development Officer)

10. Public Comment - At this time, members of the public may address the Executive Committee on items that are within the subject matter jurisdiction of the Asian Art Commission. Members of the public may address the Executive Committee for up to three minutes. The Chairman may limit total testimony to thirty minutes.

11. Meeting Schedule

<u>Executive Committee Meetings</u>

Executive Committee meetings will be held at 10:30 A.M. in the Conference Room of the Asian Art Museum on the second floor of the Asian Art Museum on:

February 7, 1989
April 4, 1989
June 6, 1989
August 1, 1989

<u>Full Commission Meetings</u>

Full Commission meetings will be held at 2:00 P.M. in the Conference Room on the second floor of the Asian Art Museum on:

March 7, 1989
May 2, 1989
July 11, 1989
September 12, 1989 - Annual Meeting

12. Future Events

| Date | Time | Event |
|---|---|---|
| February 8 | 5:30 P.M. | Nien Cheng Lecture |
| February 8 | 6:30 P.M. | Nien Cheng Reception |
| February 9 | 6-10:00 P. | Odyssey through the Orient |
| February 28 | 6:30 P.M. | Phyllis Wattis Dinner |

13. Adjournment

ASIAN ART COMMISSION

RESOLUTION C89-012

Approval of the Director's Contract

WHEREAS, The Asian Art Museum Foundation has agreed to enter into a contract with a person designated by the Commission to serve as the Director of the Asian Art Museum of San Francisco; and

WHEREAS, The terms of the agreement for the services of the Director are subject to approval of the Commission; and

WHEREAS, Representatives of the Commission and Foundation participated in negotiating the terms of an agreement with the Director to be dated January 1, 1989; now, therefore, be it

RESOLVED, That the Commission hereby approves the agreement for services of Rand Castile as Director of the Asian Art Museum of San Francisco, dated January 1, 1989, between the Asian Art Museum of San Francisco and Rand Castile, a copy of which is on file with the Commission secretary.

February 7, 1989

ASIAN ART COMMISSION

RESOLUTION C89-007

Authorization to Use City Art Trust Funds
to Reimburse Shorenstein Fund for Purchases

WHEREAS, The following object was approved for acquisition by the Asian Art Commission at its meeting of May 3, 1988:

No. 1988.48
Hanging Scroll
"Wakashu" by Tosa Mitsusada
Edo Period, late 17th-early 18th C.
Japan; and

WHEREAS, The following object was approved for acquisition by the Acquisitions and Loans Committee at its meeting of February 3, 1988;

No. 1988.42
Wheeled Cart Vessel
Stoneware
Three Kingdoms, 5th-6th C.
Korea; and

WHEREAS, Funds were advanced from the Shorenstein Fund to pay for the objects; and

WHEREAS, Funds have now become available in the City Art Trust Fund from payment of an insurance claim, which may be used for acquisitions only; and

WHEREAS, The Acquisitions and Loans Committee recommended at its January 17, 1989 meeting that the Commission authorize the use of City Art Trust Funds to reimburse the Shorenstein Fund for the purchase of the above described objects; now, therefore, be it

RESOLVED, that the Asian Art Commission does hereby authorize the use of City Art Trust Funds to reimburse the Shorenstein Fund for the purchase of the above described objects.

February 7, 1989

ASIAN ART COMMISSION

RESOLUTION C89-008

Authorization to Use Remaining
$23,170 in City Art Trust Funds to Purchase Art Objects

WHEREAS, After reimbursement to the Shorenstein Fund, the balance remaining in the City Art Trust Fund is $23,170; and

WHEREAS, The following objects have been approved for acquisition subject to the availabililty of funding:

No. R87-24
Hanging Scroll
Calligraphy of a Zen Mondo by Seigan Soi
Early Edo Period
Japan

No. R1988-11-1
Painting
Court Scene from a Shanama
15th C.
India

and,

WHEREAS, The Acquisitions and Loans Committee recommended at its meeting of January 17, 1989 that the Commission authorize the use of City Art Trust Funds in conjunction with other funds already committed for the purchase of the Hanging Scroll; and

WHEREAS, The Acquisitions and Loans Committee also recommended the use of $15,000 of City Art Trust Funds as a down payment in the purchase of the Painting, and pledged to raise the remaining amount required for the Painting by the end of this calendar year; now, therefore, be it

RESOLVED, That the Asian Art Commission does hereby authorize the use of City Art Trust Funds for the above described objects.

February 7, 1989

ASIAN ART COMMISSION

RESOLUTION C89-009

Authorization to Accept Year-End Gifts
to the Asian Art Museum

WHEREAS, The Director was authorized pursuant to year-end resolution of the Executive Committee at its special meeting of December 20, 1988, to accept the gifts listed on the attached list; and

WHEREAS, The Acquisitions and Loans Committee recommended at its meeting of January 17, 1989 that the acquisition of these year-end gifts be ratified; and

WHEREAS, The Acquisitions and Loans Committee, at its meeting of January 17, 1989, also recommended approval of the following gifts for acquisition:

No. R1989.2.1
Two-Fold Screen
Geese in Rocky Landscape
Tani Buncho (1763-1840)
Japan
Offered by Mary Harrison

No. R1988.85.2
Cloth Painting of Radha and Krishna
Late 19th C.
Kishangarh, India
Offered by George Fitch

No. R1988.85.1
Painted Book Cover
The Navagrahas
Wood, gilt and copper repousse
12th C.
Nepal
Offered by George Fitch

Now, therefore, be it

RESOLVED, That the Asian Art Commission does hereby ratify the above described gifts and the year-end gifts as described on the attached list.

February 7, 1989

ASCMI

ASIAN ART MUSEUM REGISTRATION DEPARTMENT

End-of-Year Gifts
Listed by Department

Date of Report: 01/04/89



partment: CHIN

| Registration # | Description | Donor |
|---|---|---|
| R1988.72.1 | MIRROR W/ IVORY BACK | KAYE, LINNA |
| R1988.72.2 | MIRROR W/ WOOD BACK | KAYE, LINNA |
| R1988.72.3 | SL.BANDS BLUE W/GOLD | KAYE, LINNA |
| R1988.72.4 | EMBROIDERED FAN CASE | KAYE, LINNA |
| R1988.72.5 | MILITARY RANK BADGES | KAYE, LINNA |
| R1988.72.6 | CIVILIAN RANK BADGES | KAYE, LINNA |
| R1988.72.7 | GOLD/SILV. RANK BADGES | KAYE, LINNA |
| R1988.72.8 | APPLIQ. BIRD BADGES | KAYE, LINNA |
| R1988.72.9 | 1/2 OF TAPESTRY BADGE | KAYE, LINNA |
| R1988.72.10 | IMPERIAL RANK BADGE | KAYE, LINNA |
| R1988.72.11 | MILITARY TPSTRY BADGES | KAYE, LINNA |
| R1988.72.12 | EMBROID TABLE COVER | KAYE, LINNA |
| R1988.72.13 | GIRL'S JACKET/PANTS | KAYE, LINNA |

partment: INDHM

| Registration # | Description | Donor |
|---|---|---|
| R75.1.4 | DHOLA & MARU ON CAMEL | FITCH, G. H. |
| R75.1.6 | GOKUL DAS HUNTING BOAR | FITCH, G. H. |
| R75.2.5 | MIN SIVA & PARV CHILDR | FITCH, G. H. |
| R75.2.7 | MIN. SRI NATHJI | FITCH, G. H. |
| R75.2.10 | MIN EYES, JUG, LOTUS | FITCH. G. H. |
| R75.3.2 | MIN. TANJORE, HORSE | FITCH, G. H. |
| R75.3.3 | MIN. WORSHIP OF LINGAM | FITCH, G. H. |
| R75.3.4 | MIN. PEOPLE AS CAMEL | FITCH, G. H. |
| R75.3.5 | DRAWING, ELEPHANT | FITCH, G. H. |
| R75.3.6 | BIHAR, N INDIA CA 1800 | FITCH, G. H. |
| R75.3.7 | MOGHUL, HORSE CA 1750 | FITCH, G. H. |
| R75.3.8 | PAHARI, TIGER OR LION | FITCH, G. H. |
| R75.3.9 | MIN SPHINX, WOMAN HEAD | FITCH, G. H. |
| R75.3.10 | MIN. JODHPUR, ELEPHANT | FITCH, G. H. |
| R75.3.11a | PLACEMAT, ELEPHANT | FITCH, G. H. |
| R75.3.11b | PLACEMAT, HORSE | FITCH, G. H. |
| R75.3.11c | PLACEMAT. ANIMAL (?) | FITCH, G. H. |
| R75.3.12 | LEATH. PLACEMAT, HORSE | FITCH, G. H. |
| R76.1.1 | MIN ASAVARI, DECCAN | FITCH, G. H. |
| R76.1.5 | MIN GAURI, JODHPUR | FITCH, G. H. |
| R77.1.3 | MIN KRISNA, GOPIS BATH | FITCH, G. H. |
| R77.1.4 | MIN RADHA AWAITS KRSNA | FITCH, G. H. |
| R1988.46.1 | PTG. COMPOSITE ANIMAL | FITCH, G. H. |
| R1988.46.2 | PTG. GIRL AWAKENED | FITCH, G. H. |
| R1988.81 | TCOTTA RLEIF, ANIMAL | KREITMAN, N. |
| R1988.94.1 | BOOK COVER | SIDHU, G.&E. |
| R1988.94.2 | MOHRA (MASK) OF DEVI | SIDHU, G.&E. |

ASIAN ART COMMISSION

RESOLUTION C89-010

Authorization to Acquire Object No. R1988.70

WHEREAS, The Acquisitions and Loans Committee recommended at its meeting of January 17, 1989 that acquisition of the following object, utilizing funds from the General Acquisitions Fund, be confirmed:

R1988.70
Covered Box, Silver Inlay
Early 20th C.
Korea

RESOLVED, That the Asian Art Commission does hereby approve the acquisition of the above described object, No. R1988.70, utilizing funds from the General Acquisitions Fund.

February 7, 1989

ASIAN ART COMMISSION

RESOLUTION C89-011

Approval of Loan Request to Tokyo National Museum
Screens, No. 60D48+ and 60D49+

WHEREAS, The Tokyo National Museum has requested a pair of screens, 60D48+ and 60D49+, "Landscape," by Shikibu, for an exhibition, "Screen Paintings of the Muromachi Period," from March 15, 1989 to May 30, 1989; and

WHEREAS, The Curator-in-Charge and the Head Conservator have determined that the screens can safely travel and have recommended that the loan be approved; and

WHEREAS, The Director and the Chief Curator have recommended approval of the loan subject to the conditions set out in the Chief Curator's attached letter of August 11, 1988 to Mr. Kimio Yagi; and

WHEREAS, The Acquisitions and Loans Committee recommended at its meeting of January 17, 1989 that the above loan request be approved; now, therefore, be it

RESOLVED, That the Asian Art Commission does hereby approve the loan request of the above described screens to the Tokyo National Museum.

February 7, 1989

ASIAN ART MUSEUM OF SAN FRANCISCO
THE AVERY BRUNDAGE COLLECTION
GOLDEN GATE PARK, SAN FRANCISCO, CALIFORNIA 94118-4598

August 11, 1988

Mr. Kimio Yagi
Cultural Project, Department I
The Asahi Shimbun
5-3-2 Tsukiji, Chuo ku
Tokyo, JAPAN

Dear Mr. Yagi:

We are in receipt of your letter informing us about the special exhibition at the Tokyo National Museum to celebrate the centennial publishing year of Kokka. We believe that this is an important exhibition adding much to elucidate the painting traditions of the Muromachi era.

You have requested the loan of a pair of six-fold screens of a Landscape by Sesson, which this museum does not possess, and we can only assume that you might be referring to our well-known landscape screens by Shikibu Terutada. If this is correct, will you please notify us as soon as possible.

These screens were recently loaned to the Fukui Museum for a special exhibition, and another trip to Japan would, naturally, expose these rarities to additional stress during travel. While we are sympathetic to loaning these screens to the Tokyo National Museum for this most prestigious exhibition, we will not allow the screens to be sent to Chicago and then transferred ultimately to Tokyo. To reduce all risks and to guarantee the safety of these

cable address: Asianart/telephone (415) 668-8921

items at all times, we will entertain this loan request conditioned on a direct non-stop shipment from San Francisco to Tokyo and similar return, at all times being couriered by a bilingual (Japanese/English speaking) representative of the Asian Art Museum. Special customs clearance will apply so that the crates may be transferred directly from the plane to the museum, and vice versa for the return. All expenses incurred by this conditional consideration should be borne by the borrower, and if this is agreeable to you, we would appreciate an early reply so we may present your request to the Museum's Loan Committee for their formal approval.

Sincerely yours,

Clarence Shangraw
Chief Curator

cc: Yutaka Mino - Art Institute/Chicago

bcc:

Rand Castile
Yoshi & Yoko
Jack Foss

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# ASIAN ART COMMISSION

## EXECUTIVE COMMITTEE MEETING

**Tuesday, February 7, 1989 - 10:30 A.M.**

**Conference Room - Asian Art Museum**

**PRESENT:**

Chairman Presiding: James M. Gerstley
Vice Chairman: John F. Williams
Treasurer: Richard F. Shelton
Secretary: Mrs. Hart H. Spiegel

Warren W. Faus
Carl D. Gustavson
Mrs. Brayton Wilbur, Jr.

**ABSENT:**

Mrs. Lewis Lowe
Mrs. Robert Seller
Ms. Deepa Thomas

**IN ATTENDANCE:**

Rand Castile, Director
Renona Brown, Controller
Clarence Shangraw, Chief Curator
Judith L. Teichman, Deputy Director
Margaret S. Lindsay, Executive Secretary

**CALL TO ORDER:**

The meeting of the Executive Committee of the Asian Art Commission was called to order at 10:35 A.M. by Vice Chairman James M. Gerstley, a quorum being present.

**APPROVAL OF MINUTES:**

The minutes of the October 4, 1988, October 18, 1988, and December 20, 1988 meetings of the Executive Committee, having been mailed to all present, were approved unanimously.

Asian Art Commission
Executive Committee Meeting
February 7, 1989

**CHAIRMAN'S REPORT:**

Because of the absence of Mrs. Lowe due to illness, there was no formal Chairman's report; however, the following items were discussed:

a. Resolution C89-012, Approval of the Director's Contract:

After discussion of the Director's contract, the following resolution was approved unanimously.

**RESOLUTION C89-012**

**Approval of the Director's Contract**

**WHEREAS,** The Asian Art Museum Foundation has agreed to enter into a contract with a person designated by the Commission to serve as the Director of the Asian Art Museum of San Francisco; and

**WHEREAS,** The terms of the agreement for the services of the Director are subject to approval of the Commission; and

**WHEREAS,** Representatives of the Commission and Foundation participated in negotiating the terms of an agreement with the Director to be dated January 1, 1989; now, therefore, be it

**RESOLVED,** That the Commission hereby approves the agreement for the services of Rand Castile as Director of the Asian Art Museum of San Francisco, dated January 1, 1989, between the Asian Art Museum of San Francisco and Rand Castile, a copy of which is on file with the Commission Executive Secretary.

b. Odyssey through the Orient:

Mr. Castile commented that the upcoming Odyssey through the Orient fund-raising event would be, by far, the most successful Museum event in years and would provide much publicity for the Museum. Mrs. Lowe was enthusiastically commended for her work as event chairman.

c. March 7, 1989 Commission Luncheon:

Mr. Castile confirmed that California Secretary of State, March Fong Eu, would be the guest speaker at the Commission Luncheon prior to the next Commission meeting on March 7.

**DIRECTOR'S REPORT:**

a. Mr. Castile reported briefly on his and Mr. Shelton's attendance at a briefing of City Department Heads on the subject of the budget.

b. Mr. Castile commented that Libby Ingalls and Hal Fisher are working on the various Museum Development lists and the work is progressing very well.

c. The new DeYoung logo was then briefly discussed by the Committee.

**DEPUTY DIRECTOR'S REPORT:**

a. Budget Report - Ms. Teichman advised that the Museum's first submission, which is limited to a baseline budget and personnel reclassifications, is due on February 16. She indicated that three position reclassifications will be proposed. Any requests for increases in the budget, with line by line item explanations, are due on March 1.

The schedule for developing the Foundation portion of the budget will be confirmed in the next few weeks, the goal being to formulate a budget for action by the Commission in June.

The Chairs of the Foundation, Commission, and their Finance Committees reviewed with staff the second quarter consolidated budget report for this fiscal year. Income from individual contributions is substantially below that projected but income from the Odyssey and interest income are significantly higher than projected. Second quarter expense figures are within budget guidelines in all categories except for travel.

b. Personnel Update - Ms. Teichman briefly discussed the progress of the ongoing searches for the positions of Curator of Korean Art, Operations Analyst, Photograph Printer, and Conservator.

Asian Art Commission
Executive Committee Meeting
February 7, 1989

**CHIEF CURATOR'S REPORT:**

Mr. Shangraw reported on the development of an exhibition schedule for 1990, indicating that all exhibitions and reinstallations for 1989 have been covered by grants except for the "Looking at Patronage" show for which private funds will be sought. He also discussed briefly the status of the negotiations for the Xian and Tibetan shows scheduled for 1990 and 1991, respectively.

He advised that discussions are underway with East Coast publishers regarding five copublication projects, adding that projects of this nature would be impossible without such help, considering current limitations of space and staff.

Mr. Gerstley and Mrs. Wilbur strongly suggested that preparations for funding of the Xian, Indonesian, and Tibetan shows be implemented immediately.

**COMMITTEE CHAIRMEN REPORTS:**

a. Public Programs Committee - Mr. Faus advised that the Fifth Annual Modern Japanese Composition Concert Series is scheduled to begin February 20; Music from the Jade Terrace, related to the exhibition, will be presented on March 1; and Vietnamese flute concert will take place on May 4. Plans are being made to form a Community Outreach Council which can be available to help in contacts with the various ethnic groups in the City and the Bay Area.

c. Acquisitions and Loans Committee

The following resolutions were presented to the Commission and were unanimously approved:

**RESOLUTION C89-007**

**Authorization to Use City Art Trust Funds to Reimburse Shorenstein Fund for Purchases**

**WHEREAS,** The following object was approved for acquisition by the Asian Art Commission at its meeting of May 3, 1988:

No. 1988.48
Hanging Scroll
"Wakashu" by Tosa Mitsusada
Edo Period, late 17th-early 18th C.
Japan; and

**WHEREAS,** The following object was approved for acquisition by the Acquisitions and Loans Committee at its meeting of February 3, 1988;

No. 1988.42
Wheeled Cart Vessel
Stoneware
Three Kingdoms, 5th-6th C.
Korea; and

**WHEREAS,** Funds were advanced from the Shorenstein Fund to pay for the objects; and

**WHEREAS,** Funds have now become available in the City Art Trust Fund from payment of an insurance claim, which may be used for acquisitions only; and

**WHEREAS,** The Acquisitions and Loans Committee recommended at its January 17, 1989 meeting that the Commission authorize the use of City Art Trust Funds to reimburse the Shorenstein Fund for the purchase of the above described objects; now, therefore, be it

**RESOLVED,** that the Asian Art Commission does hereby authorize the use of City Art Trust Funds to reimburse the Shorenstein Fund for the purchase of the above described objects.

**RESOLUTION C89-008**

**Authorization to Use Remaining $23,170 in City Art Trust Funds to Purchase Art Objects**

**WHEREAS,** After reimbursement to the Shorenstein Fund, the balance remaining in the City Art Trust Fund is $23,170; and

**WHEREAS,** The following objects have been approved for acquisition subject to the availability of funding:

No. R87-24
Hanging Scroll
Calligraphy of a Zen Mondo by Seigan Soi
Early Edo Period
Japan

No. R1988-11-1
Painting
Court Scene from a Shanama
15th C.
India

and,

**WHEREAS,** The Acquisitions and Loans Committee recommended at its meeting of January 17, 1989 that the Commission authorize the use of City Art Trust Funds in conjunction with other funds already committed for the purchase of the Hanging Scroll; and

**WHEREAS,** The Acquisitions and Loans Committee also recommended the use of $15,000 of City Art Trust Funds as a down payment in the purchase of the Painting, and pledged to raise the remaining amount required for the Painting by the end of this calendar year; now, therefore, be it

**RESOLVED,** That the Asian Art Commission does hereby authorize the use of City Art Trust Funds for the above described objects.

## RESOLUTION C89-009

### Authorization to Accept Year-End Gifts to the Asian Art Museum

**WHEREAS,** The Director was authorized pursuant to year-end resolution of the Executive Committee at its special meeting of December 20, 1988, to accept the gifts listed on the attached list; and

**WHEREAS,** The Acquisitions and Loans Committee recommended at its meeting of January 17, 1989 that the acquisition of these year-end gifts be ratified; and

**WHEREAS,** The Acquisitions and Loans Committee, at its meeting of January 17, 1989, also recommended approval of the following gifts for acquisition:

No. R1989.2.1
Two-Fold Screen
Geese in Rocky Landscape
Tani Buncho (1763-1840)
Japan
Offered by Mary Harrison

No. R1988.85.2
Cloth Painting of Radha and Krishna
Late 19th C.
Kishangarh, India
Offered by George Fitch

No. R1988.85.1
Painted Book Cover
The Navagrahas
Wood, gilt and copper repousse
12th C.
Nepal
Offered by George Fitch

Now, therefore, be it

**RESOLVED,** That the Asian Art Commission does hereby ratify the above described gifts and the year-end gifts as described on the attached list.

Mr. Faus then commented that former Commissioner, George Fitch, has donated more than ninety objects to the Asian Art Museum throughout the years and, in recognition of Mr. Fitch's generosity, the following resolution of appreciation was passed unanimously by the Executive Committee.

Asian Art Commission
Executive Committee Meeting
February 7, 1989

**RESOLUTION OF APPRECIATION, C89-016**

**to**

**GEORGE HOPPER FITCH**

**WHEREAS,** George Hopper Fitch has rendered invaluable service as a past Asian Art Commissioner; and

**WHEREAS,** Mr. Fitch has also been a generous benefactor of the Asian Art Museum for many years, especially in the building of its Indian Miniature Collection to which he has donated more than ninety objects of great beauty and artistic importance; now, therefore, be it

**RESOLVED,** That the members of the Asian Art Commission and the Asian Art Foundation, and the Director and Staff of the Museum, extend a special vote of thanks to Mr. Fitch for his significant support of the Asian Art Museum and the broad public it serves.

**RESOLUTION C89-010**

**Authorization to Acquire Object No. 1988.70**

**WHEREAS,** The Acquisitions and Loans Committee recommended at its meeting of January 17, 1989 that acquisition of the following object, utilizing funds from the General Acquisitions Fund, be confirmed:

R1988.70
Covered Box, Silver Inlay
Early 20th C.
Korea

**RESOLVED,** That the Asian Art Commission does hereby approve the acquisition of the above described object utilizing funds from the General Acquisitions Fund.

**RESOLUTION C89-011**

**Approval of Loan Request to Tokyo National Museum Screens, No. 60D48+ and 60D49+**

**WHEREAS,** The Tokyo National Museum has requested a pair of screens, 60D48+ and 60D49+, "Landscape," by Shikibu, for an exhibition, "Screen Paintings of the Muromachi Period," from March 15, 1989 to May 30, 1989; and

**WHEREAS,** The Curator-in-Charge and the Head Conservator have determined that the screens can safely travel and have recommended that the loan be approved; and

**WHEREAS,** The Director and the Chief Curator have recommended approval of the loan subject to the conditions set out in the Chief Curator's attached letter of August 11, 1988 to Mr. Kimio Yagi; and

**WHEREAS,** The Acquisitions and Loans Committee recommended at its meeting of January 17, 1989 that the above loan request be approved; now, therefore, be it

**RESOLVED,** That the Asian Art Commission does hereby approve the loan request of the above described screens to the Tokyo National Museum.

Asian Art Museum Foundation Report - Mrs. Wilbur advised that an Indonesian buffet dinner in honor of Mrs. Phyllis Wattis would be given on February 28, at which other donors would be collectively recognized. She also commented that the Nien Cheng Lecture scheduled for February 8 has been completely sold out.

Mrs. Wilbur discussed the progress of the recruiting firm in the search for a Development Officer and what is being done to retain continuity for the time being in the Development Office.

**ADJOURNMENT:**

There being no further business to discuss, the meeting was adjourned at 11:47 A.M.

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# AGENDA

## ASIAN ART COMMISSION

## EXECUTIVE COMMITTEE

Tuesday, April 4, 1989 - 10:30 A.M.

Conference Room - Asian Art Museum

There will be an opportunity for public comment before action is taken on any agenda item.

1. Call to Order

2. Approval of Minutes of February 7, 1989 Executive Committee Meeting

3. Chairman's Report

   a. Odyssey through the Orient Update
   b. Commission Luncheon Preceding May 2 Meeting - John Scully
   c. Other Informational Items

4. Director's Report - Informational Items

5. Deputy Director's Report

   a. Resolution C89-018, Revision of Asian Art Commission Conflict of Interest Code
   b. Personnel Update
   c. Other Informational Items

6. Chief Curator's Report

   a. Resolution C89-015, Partitioning of the Estate of Dr. Robert Dickenman
   b. Other Informational Items

7. Committee Reports

   a. Ad Hoc Search Committee
   b. Ad Hoc Planning Committee
   c. Public Programs Committee
   d. Acquisitions and Loans Committee
   e. Exhibitions Committee
   f. Marketing Committee

g. Korean Development Committee
h. Other Committee Reports as needed

8. Asian Art Museum Foundation Report - Mrs. Brayton Wilbur, Jr.

9. Public Comment - At this time, members of the public may address the Commission on items that are within the subject matter jurisdiction of the Asian Art Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

10. Future Events

| | | |
|---|---|---|
| April 5 | 10:15 A.M. | Music from Vietnam, Vietnamese Flute Player |
| April 6 | 6:00-8:00 P.M. | Dr. Jonas Salk Reception |
| April 25 | 6:00 P.M. | Pupul Jayakar Lecture and Reception |
| May 4 | 7:30 P.M. | Music from Vietnam, Vietnamese Flute Player |
| May 3<br>May 6 | 1:00-9:00 P.M.<br>3:00-11:00 P.M. | Selection of Films from Hawaii International Film Festival of 1987/8, Cosponsored with East/West Center |

11. Adjournment

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RESOLUTION C89-018

A RESOLUTION OF THE
ASIAN ART COMMISSION
OF THE CITY AND COUNTY OF SAN FRANCISCO
APPROVING A CONFLICT OF INTEREST CODE
AND RECOMMENDING ADOPTION OF THE CODE
TO THE BOARD OF SUPERVISORS

The Asian Art Commission of the City and County of San Francisco does resolve as follows:

Section 1. Definitions.

As used in this resolution:

(a) The word "Commission" means the Asian Art Commission of the City and County of San Francisco.

(b) The words "Conflict of Interest Code" mean the Code approved pursuant to Section 2 of this resolution.

Section 2. Approval of Conflict of Interest Code.

The Commission hereby approves the provisions of Regulation 18730 of the Fair Political Practices Commission (2 Cal. Adm. Code section 19730), as said regulation reads on the date this resolution is adopted and as said regulation may be amended from time to time, as the Conflict of Interest Code for the Authority. A true and correct copy of Regulation 18730 is attached to this resolution as "Exhibit A" and incorporated herein by this reference. Designated Employees under the Conflict of Interest Code, and their respective disclosure categories, are those persons holding positions listed in the document entitled "Appendix to the Conflict of Interest Code of the Asian Art Commission", attached to this resolution and incorporated herein by this reference. With the exception of the Director, Designated Employees shall file statements of economic interests with the Director, who shall serve as the filing officer for the Commission and shall retain the original of all statements filed in his or her office. The Director shall file his or her statement of economic interests with the Clerk of the Board of Supervisors.

Section 3. Recommendation to Board of Supervisors.

The Commission recommends to the Board of Supervisors of the City and County of San Francisco, the code-reviewing body for the Commission, that the Board of Supervisors adopt the Conflict of Interest Code approved in Section 2, above.

Section 4. Effective date.

This resolution shall take effect immediately upon adoption.

4332g

APPENDIX
to the
Conflict of Interest Code
of the
Asian Art Commission
(Page 1 of 2)

| Designated Employees | Disclosure Categories |
| --- | --- |
| Commissioner | All 2 |
| Director | |
| Chief Curator | |
| Deputy Director | |
| Curator | |

APPENDIX
to the
Conflict of Interest Code
of the
Asian Art Commission
(Page 2 of 2)

## DISCLOSURE CATEGORIES

Category 2.

Disclosure Category 2. Person in this category shall disclose all investments in, income from, or any position of management in any business entity involved in the buying or selling of works of Asian art or in the business of installing or maintaining security systems, which do business in the jurisdiction, or which have done business in the jurisdiction in the past two years, or which may foreseeable do business in the jurisdiction in the future.

4332g

EXHIBIT A

18730. Provisions of Conflict of Interest Codes

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a Conflict of Interest Code within the meaning of Government Code Section 87300 or the amendment of a Conflict of Interest Code within the meaning of Government Code Section 87307 if the terms of this regulation are substituted for terms of a Conflict of Interest Code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 81000, et seq. The requirements of a Conflict of Interest Code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest.

(b) The terms of a Conflict of Interest Code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Adm. Code Sections 18100, et seq.), and any amendments to the Act or regulations,

other designated employees, the disclosure categories set forth in the Appendix specify which kinds of financial interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those financial interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the financial interests set forth in a designated employee's disclosure categories are the kinds of financial interests which he or she foreseeably can affect materially through the conduct of his or her office.

(4) Section 4. Statements of Economic Interests: Place of Filing.

The code reviewing body shall instruct all designated employees required to file statements of economic interests pursuant to this Conflict of Interest Code to file in accordance with one of the following procedures:[2/]

(A) All designated employees shall file statements of economic interests with the agency. Upon receipt of the statements of economic interests of the head of the agency and members of boards or commissions not under a department of

---

2/ See Government Code Section 81010 and 2 Cal. Adm. Code Section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

state or local government, the agency shall make and retain a copy of each and forward the originals of these statements to the code reviewing body, which shall be the filing officer with respect to these statements. Such statements shall be forwarded to the code reviewing body within five days after the filing deadline or five days after receipt in the case of statements filed late.

(B) All designated employees shall file statements of economic interests with the agency, which shall make and retain a copy and forward the originals to the code reviewing body, which shall be the filing officer.

(C) All designated employees shall file statements of economic interests with the code reviewing body.

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) Initial Statements. All designated employees employed by the agency on the effective date of this Code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within thirty days after the effective date of this Code. Thereafter, each person already in a position when it is designated by an amendment to this Code

shall file an initial statement within thirty days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this Code shall file statements within thirty days after assuming the designated positions, or if subject to State Senate confirmation, thirty days after being nominated or appointed.

(C) Annual Statements. All designated employees shall file statements no later than April 1.

(D) Leaving Office Statements. .All persons who leave designated positions shall file statements within thirty days after leaving office.

(6) Section 6. Contents of and Period Covered by Statements of Economic Interests.

(A) Contents of Initial Statements. Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the Code.

(B) Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of

assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the Code or the date of assuming office whichever is later.

(D) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investments and Real Property Disclosure. When an investment or an interest in

real property[3] is required to be reported,[4] the statement shall contain the following:

1. A statement of the nature of the investment or interest;

2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;

3. The address or other precise location of the real property;

4. A statement whether the fair market value of the investment or interest in real property exceeds one thousand dollars ($1,000), exceeds ten thousand dollars ($10,000), or exceeds one hundered thousand dollars ($100,000).

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3/ For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

4/ Investments and interests in real property which have a fair market value of less than $1,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

(B) Personal Income Disclosure. When personal income is required to be reported,[5] the statement shall contain:

1. The name and address of each source of income aggregating two hundred fifty dollars ($250) or more in value or fifty dollars ($50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;

2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars ($1,000) or less, greater than one thousand dollars ($1,000), or greater than ten thousand dollars ($10,000);

3. A description of the consideration, if any, for which the income was received;

4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;

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5/ A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

5. In the case of a loan, the annual interest rate and the security, if any, given for the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,[6] the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;

2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars ($10,000).

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged,

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[6] Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

and the designated employee's position with the business entity.

(E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Disqualification.

No designated employee shall make, participate in making, or use his or her official positions to influence the making of any governmental decision which will foreseeably have a material financial effect, distinguishable from its effect on the public generally, on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth more than one thousand dollars ($1,000);

(B) Any real property in which the designated employee has a direct or indirect interest worth more than one thousand dollars ($1,000);

(C) Any source of income, other than loans by a commercial lending institution in the regular course of business on terms available to the

public without regard to official status, aggregating two hundred fifty dollars ($250) or more in value provided to, received by or promised to the designated employee within twelve months prior to the time when the decision is made; or

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

(9) Section 9. Manner of Disqualification.

When a designated employee determines that he or she should not make a governmental decision because he or she has a financial interest in it, the determination not to act must be accompanied by disclosure of the financial interest. In the case of a voting body, this determination and disclosure shall be made part of the agency's official record; in the case of a designated employee who is the head of an agency, this determination and disclosure shall be made in

writing to his or her appointing authority; and in the case of other designated employees, this determination and disclosure shall be made in writing to the designated employee's supervisor.

(10) Section 10. Assistance of the Commission and Counsel.

Any designated employee who is unsure of his or her duties under this Code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(11) Section 11. Violations.

This Code has the force and effect of law. Designated employees violating any provision of this Code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000 - 91014. In addition, a decision in relation to which a violation of the disqualification provisions of this Code or of Government Code Section 87100 has occurred may be set

aside as void pursuant to Government Code Section 91003.

(Gov. Code Sections 87300-87302)

History: (1) New section filed as emergency 4/2/80; effective upon filing.
(2) Amendment (b) filed 1/9/81; effective 2/8/81.
(3) Amendment to (b)(7)(B)1.; filed 12/27/82; effective 1/26/83.
(4) Amendment to fn.4 filed 11/10/83; effective 12/12/83.

**ASIAN ART COMMISSION**

**RESOLUTION C89-015**

**Partitioning of the Estate of Dr. Robert Dickenman**

**WHEREAS,** Dr. Robert Dickenman bequeathed a life estate in his collection of 107 cataloged items, consisting primarily of Japanese and Chinese porcelains, to Travis Hall and the remainder interest to the Asian Art Museum; and

**WHEREAS,** The objects in the collection have been appraised by Butterfield and Butterfield and the total of the individual values is $91,915 (See Exhibit A which is on file in the Commission office); and,

**WHEREAS,** The life tenant wishes to receive an undivided interest in one-half of the collection (based on value) in exchange for giving up his life estate in the remainder of the collection; and

**WHEREAS,** The Curators have examined the collection and have determined that there are only six objects which should be accessioned into the permanent collection and these objects are listed on Attachment A; and

**WHEREAS,** The Director and the Chief Curator have recommended that the Museum enter into an agreement with the life tenant pursuant to which the Museum will immediately receive an undivided interest in objects totalling $46,000 (plus or minus $200) in value, including but not limited to the six objects listed on Attachment A, and the life tenant will immediately receive an undivided interest in the balance of the objects, the final selections remaining to be made; now, therefore, be it

**RESOLVED,** That the Asian Art Commission does hereby approve the agreement with the life tenant in the estate of Robert Dickenman described above.

April 4, 1989

| DESCRIPTION | FAIR MARKET VALUE |
|---|---|
| 62. EXPORT PLATE,<br>China, Late 18th/19th Century<br>decorated with central armorial of "Caufield impaling" with caption "Fortitudine" surrounded by a scalloped edge cavetto and ribbon tied gilt and dark blue border<br>Diameter 9 3/4 inches<br>Note: See David Howard, Chinese Armorial Porcelain, p.738 | 400.00 |
| 63. ARMORIAL PLATE,<br>China, Late 18th/early 19th Century<br>with a central armorial surrounded by two egg and dart patterns below diaper bands<br>Diameter 9 7/16 inches<br>Note: See Gordon, p.137 | 400.00 |
| 64. ARMORIAL EXPORT PLATE,<br>China, Early 19th Century<br>decorated with a central armorial of a gilded lion at right and five horizontal copper enamel stripes at left, set into a ribbon tied curtain below a beast head, all enclosed by an egg, dart and diaper border at the cavetto with "precious symbols", all below a similar border band<br>Diameter 9 3/4 inches | 400.00 |
| 65. GOOD "FAMILLE ROSE" EXPORT PLATE,<br>China, Late 18th Century<br>of octagonal form, decorated with a central peony medallion below an armorial of "Archer impaling Meares", surrounded by fantastic floral and leafy vines at the border<br>Diameter 8 1/4 inches<br>Note: See Howard, p. 362 | 800.00 |
| 66. BLUE AND WHITE ARMORIAL PLATE,<br>China, Circa 1761<br>decorated with a central armorial of the Lauder family with lions and foliage surrounded by four modified "Fitzhugh" floral sprays below an egg and dart border band<br>Diameter 8 7/8 inches | 500.00 |

| DESCRIPTION | FAIR MARKET VALUE |
|---|---|
| 67. "FAMILLE ROSE" ARMORIAL PLATE, China, Late 18th/early 19th Century painted with a central armorial of two lions holding a winged lion crest below a small castle, the motto reading "Turris Prudentia Custos Ut Migraturuis Habita", enclosed by an egg and dart cavetto below four floral sprays at border Diameter 15 1/8 inches | 600.00 |

ASIAN ART MUSEUM
OF SAN FRANCISCO

ASIAN ART MUSEUM OF SAN FRANCISCO

PERSONNEL UPDATE
March 28, 1989

DEVELOPMENT

Boyden International has narrowed the search for a development director down to a few candidates. Meetings are being scheduled to review the resumes with members of the Foundation Search Committee. Interviews will be scheduled thereafter. We anticipate a recommendation for the Commission by the May meeting.

REGISTRATION

The cost of living adjustment announced by the City for the registration classifications is the same as for the curatorial classes, which is 10.5%. This adjustment, and Civil Service's agreement to use the existing salary for the senior registrar as the bottom of the salary range for that classification, yields a competitive salary level for the senior registrar class. "All" that remains is to convince the Mayor's Office to add the senior registrar class to our City budget!

OPERATIONS

The first round of interviews for the "operations coordinator" (latest title) were conducted by Andrea Leslie and Bill Wahrhaftig. The final three candidates were interviewed by Laurie Wagner of our staff and by the two people from the Fine Arts Museums staff with whom they will work most closely: Kathy Baldwin, Operations Manager, and Jim Hartman, Chief Engineer. Judy Teichman conducted a final round of interviews, introducing the three finalists to Linda Scheifler, Clarence Shangraw and Rand Castile.

Since the operations coordinator will have a great deal of responsibility for security, we wanted to do a thorough background check. To this end, we obtained business and character references going back roughly 15 years. We have also asked our first choice for the position, who has lived in California virtually since birth, to provide us with a certified copy of a "rap sheet" from the California Department of Justice (which we understand will take 7 to 10 days to obtain) and also from the local Police Department. We do not anticipate any problem and may, after checking character and work references, offer the position subject to a clean bill of health from the State Department of Justice.

THE AVERY BRUNDAGE
COLLECTION

GOLDEN GATE PARK
SAN FRANCISCO
CALIFORNIA 94118
CABLE ASIANART
FAX (415) 668-8928
PHONE (415) 668-8921

CURATORIAL

Interviews were help Tuesday, March 28. By the time of the April Commission meeting, there may be a recommendation on a candidate for the Curator of Korean Art position.

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Minutes

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**ASIAN ART COMMISSION**

**EXECUTIVE COMMITTEE MEETING**

**Tuesday, April 4, 1989 - 10:30 A.M.**

**Conference Room - Asian Art Museum**

**PRESENT:**

| | |
|---|---|
| Chairman Presiding: | Mrs. Lewis Lowe |
| Vice Chairmen: | James M. Gerstley |
| | Deepa Thomas |
| Treasurer: | Richard F. Shelton |
| Secretary: | Mrs. Hart H. Spiegel |

Warren W. Faus
Mrs. Robert Seller
Mrs. Brayton Wilbur, Jr.

**ABSENT:**

Carl D. Gustavson
John F. Williams

**IN ATTENDANCE:**

Mrs. William Hambrecht, Asian Art Museum Foundation Trustee
Rand Castile, Director
Judith L. Teichman, Deputy Director
Margaret S. Lindsay, Executive Secretary

**CALL TO ORDER:**

The meeting of the Executive Committee of the Asian Art Commission was called to order at 10:40 A.M. by Chairman Alice Lowe, a quorum being present.

**APPROVAL OF MINUTES:**

The minutes of the February 7, 1989 meeting of the Executive Committee, having been mailed to all present, were approved unanimously.

Asian Art Commission
Executive Committee Meeting
February 7, 1989

**CHAIRMAN'S REPORT:**

a. Odyssey through the Orient Update - Mrs. Lowe reported that the total gross income for this event amounted to $262,637 as of April 3 against expenses of $81,325. With two additional large expenses still outstanding, it is estimated that the actual net will be in the vicinity of $170,000-$175,000. The Executive Committee's heartiest congratulations were conveyed to Mrs. Lowe for her work as Chairman of the event.

b. Commission Luncheon - May 2, 1989 - John Scully is expected to be the guest speaker at the Commission luncheon on May 2 but this has not been confirmed.

c. The Museum Society Auxiliary - The suggestion made to invite the President of The Museum Society Auxiliary to future Commission meetings was enthusiastically approved. It is anticipated that this action will strengthen ties with the Auxiliary and enlighten that organization about the many activities of the Asian Art Museum.

**DIRECTOR'S REPORT:**

a. Mr. Castile advised of his upcoming trip to Vietnam with the Curator of Southeast Asian Art to work on a major exhibition from the museums of that area. Following this trip, he will travel across Asia with the Mayors of San Francisco and San Jose, and representatives from Oakland in a regional effort to create a climate for economic development in the Bay Area.

b. He reported on his survey of staff to gather their thoughts about their respective positions and the progress of the institution. The survey produced very interesting results which, when collated, will be shared with the Commission.

c. Mr. Castile then discussed the progress of the Xian exhibition, advising that the selection of a mutually agreeable date is imminent.

d. The search for a Development Officer is proceeding well and interviews will be conducted within the next week or two.

e. The Committee for selection of a Curator of Korean Art interviewed the two final candidates, and will recommend the selection of Dr. Kumja Kim to start on July 1, 1989. This Curatorship which has been funded for three years by the Koret Foundation, is the first of its kind in the history of the United States. It was noted that the Korean galleries will be moved from the second floor to the first floor.

Mr. Faus then pointed out that Dr. Kim, in addition to having access to important museum people in Korea on a personal basis, also has very good credentials within the very large Korean community in the Bay Area, and he emphasized that during the initial three-year period when the salary for this position is funded by the Koret grant, every effort should be made to obtain permanent funding.

After discussion, Mr. Faus moved that the Executive Committee recommend to the Asian Art Commission that Dr. Kumja Kim be appointed as Curator of Korean Art, effective July 1, 1989; the motion was seconded and carried unanimously.

**DEPUTY DIRECTOR'S REPORT:**

a. Resolution C89-018, Revision of Asian Art Commission Conflict of Interest Code - Resolution C89-018 was approved unanimously as follows:

**RESOLUTION C89-018**

**A Resolution of the Asian Art Commission of the City and County of San Francisco Approving a Conflict of Interest Code and Recommending Adoption of the Code to the Board of Supervisors**

The Asian Art Commission of the City and County of San Francisco does resolve as follows:

Section 1. Definitions.

As used in this resolution:

a. The word "Commission" means the Asian Art Commission of the City and County of San Francisco.

b. The words "Conflict of Interest Code" mean the Code approved pursuant to Section 2 of this resolution.

Section 2. Approval of Conflict of Interest Code.

The Commission hereby approves the provisions of Regulation 18730 of the Fair Political Practices Commission (2 Cal. Adm. Code section 19730), as said regulation reads on the date this resolution adopted and as said regulation may be amended from time to time, as the Conflict of Interest Code for the Authority. A true and correct copy of Regulation 18730 is attached to this resolution as "Exhibit A"* and incorporated herein by this reference. Designated employees under the Conflict of Interest Code, and their respective disclosure categories, are those persons holding positions listed in the document entitled "Appendix to the Conflict of Interest Code of the Asian Art Commission," attached to this resolution and incorporated herein by this reference. With the exception of the Director, Designated Employees shall file statements of economic interests with the Director, who shall serve as the filing officer for the Commission and shall retain the original of all statements filed in his or her office. The Director shall file his or her statement of economic interests with the Clerk of the Board of Supervisors.

Section 3. Recommendation to Board of Supervisors.

The Commission recommends to the Board of Supervisors of the City and County of San Francisco, the code-reviewing body for the Commission, that the Board of Supervisors adopt the Conflict of Interest Code approved in Section 2, above.

Section 4. Effective Date.

This resolution shall take effect immediately upon adoption.

*The Conflict of Interest Code is not attached to these minutes, but will be kept on file in the Commission office.

**APPENDIX TO THE**

**CONFLICT OF INTEREST CODE**

**OF THE**

**ASIAN ART COMMISSION**

**(Page 1 of 2)**

| Designated Employees | Disclosure Categories |
|---|---|
| Commissioner | All 2 |
| Director | |
| Chief Curator | |
| Deputy Director | |
| Curator | |

**APPENDIX TO THE**

**CONFLICT OF INTEREST CODE**

**OF THE**

**ASIAN ART COMMISSION**

**(Page 2 of 2)**

## DISCLOSURE CATEGORIES

Category 2.

Disclosure Category 2. Persons in this category shall disclose all investments in, income from, or any position of management in any business entity involved in the buying or selling of works of Asian art or in the business of installing or maintaining security systems, which do business in the jurisdiction, or which have done business in the jurisdiction in the past two years, or which may forseeably do business in the jurisdiction in the future.

b. Resolution C89-015 - Partitioning of the Estate of Dr. Robert Dickenman - The following Resolution was approved unanimously:

**RESOLUTION C89-015**

**Partitioning of the Estate of Dr. Robert Dickenman**

**WHEREAS,** Dr. Robert Dickenman bequeathed a life estate in his collection of 107 cataloged items, consisting primarily of Japanese and Chinese porcelains, to Travis Hall and the remainder interest to the Asian Art Museum; and

**WHEREAS,** The objects in the collection have been appraised by Butterfield and Butterfield and the total of the individual values is $91,915 (See Exhibit A which is on file in the Commission office); and,

**WHEREAS,** The life tenant wishes to receive an undivided interest in one-half of the collection (based on value) in exchange for giving up his life estate in the remainder of the collection; and

**WHEREAS,** The Curators have examined the collection and have determined that there are only six objects which should be accessioned into the permanent collection and these objects are listed on Attachment A; and

**WHEREAS,** The Director and the Chief Curator have recommended that the Museum enter into an agreement with the life tenant pursuant to which the Museum will immediately receive an undivided interest in objects totalling $46,000 (plus or minus $200) in value, including but not limited to the six objects listed on Attachment A, and the life tenant will immediately receive an undivided interest in the balance of the objects, the final selections remaining to be made; now, therefore, be it

**RESOLVED,** That the Asian Art Commission does hereby approve the agreement with the life tenant in the estate of Robert Dickenman described above.

c. Personnel Update - Ms. Teichman advised that subject to a background check, the position of Operations Coordinator has been offered to Sherin S. Cole. She also advised that the Society for Asian Art recently approved funding in the amount of $18,400 for the salary of an Outreach Assistant at 60% time for one year commencing July 1, 1989. This position will be included in the budget for submission to the Commission in June. The written Personnel Update distributed prior to the meeting will remain on file with these minutes.

**COMMITTEE CHAIRMEN REPORTS:**

a. Ad Hoc Planning Committee - In the absence of Chairman John Williams, Mrs. Lowe reported that at its recent meeting the committee considered two May deadlines, the first of which was a request from the Haas Foundation for specific information on the move to the library building. While it was felt impossible to meet this deadline, the Haas Foundation will be notified that the information should be ready for its September meeting. Regarding the second deadline, Architect Mary Griffin and Commissioner Charles Page will come up with a ballpark figure of the Museum's share of the cost of seismic upgrading of the library building. Mrs. Wilbur emphasized the importance of preparing a long-range plan now with regard to the move to the library building. Mrs. Lowe pointed out that regular monthly meetings for the balance of the year have been scheduled to discuss the many phases of the library move, including the formation of a master committee and the selection of a chairperson of national stature.

b. Public Programs Committee - Mr. Faus advised that this committee has been reconstituted and will have its first meeting on April 12. As an adjunct of this committee, a Community Outreach Council has been established and includes leaders of the various ethnic communities as well as members of the Commission. The role of the group will be to review current Museum public programs, give advice on the balance of those programs, and help formulate direction for future programs. Commissioner Laura Enos will chair this Council which will meet informally prior to the Salk Reception on April 6.

c. Acquisitions and Loans Committee - Mrs. Seller advised that the next meeting of this committee will be on April 11.

d. Exhibitions Committee - Mrs. Spiegel advised that the next meeting of this committee will take place on April 11.

e. Marketing Committee - Mrs. Lowe reported that following a discussion with Chairman John Williams and the Director, it was agreed that the four main objectives of this committee will be to: (1) develop a marketing plan with short and long-term aspects; (2) conduct research in an effort to learn more about the people who visit the Museum; (3) promote the Museum's image (investigate free media space on Bart, Muni transit, etc.); and (4) promote the Museum on an ongoing basis. The Committee will meet monthly to formulate these plans. Representatives from the advertising, public relations, graphic design fields will be invited to join this committee.

**ADJOURNMENT:**

There being no further business to discuss, the meeting was adjourned at 11:45 A.M.

**ATTACHMENT A**

1. Snuff bottle, design of monkey, bee and seal
   Agate
   Qing dynasty, 19th century
   R86.45.147 ($3500.00)

2. Snuff bottle, design of monkey pointing at the sun
   Agate
   Qing dynasty, 19th century
   R86.45.117 ($385.00)

3. Snuff bottle, design of rooster and cockscomb
   Agate
   Qing dynasty, 19th-20th century
   R86.45.154 ($600.00)

4. Snuff bottle, flattened oval shape
   Moss agate
   Qing dynasty, early 20th century
   R86.45.143 ($450.00)

5. Snuff bottle, flattened oval shape
   Green moss agate
   Qing dynasty, 19th century
   R86.45.168 ($575.00)

6. Snuff bottle decorated with gold fish
   Porcelain
   Qing dynasty, 19th century
   R86.45.19 ($350.00)

7. Snuff bottle, inside-painted by Yeh Zhongsan
   Glass
   Dated 1879
   R86.45.138 ($1200)

8. Snuff bottle with cicadas
   Rock crystal
   Qing dynasty, late 19th century
   R86.45.35 ($1000)

9. Snuff bottle with five color decoration
   Glass
   Qing dynasty, late 19th century
   R86.45.53 ($850)

10. Snuff bottle, design of horse tied to tree
    Chalcedony
    Qing dynasty, late 19th century
    R86.45.146 ($2200)

11. Snuff bottle with 5 bats
    Chalcedonly
    Qing dynsty
    R86.45.135 ($1500)

12. Double snuff bottle with design of Four Beauties
    Porcelain
    Qing dynasty, 19th century
    R86.45.21 ($250)

13. Snuff bottle, design in underglaze blue and red
    Porcelain
    Qing dynasty, 19th century
    R86.45.118 ($285)

14. Snuff bottle in d.s. green
    Peking glass
    Qing dynasty, 19th century
    R86.45.158 ($135)

15. Snuff bottle
    Gold stone
    Qing dynasty, 19th century
    R86.45.157 ($250)

16. Snuff bottle with overlay design of Three Plenties
    Glass
    Qing dynasty, late 18th/early 19th century
    R86.45.56 ($1250)

17. Snuff bottle in the shape of a melon with bugs
    Ivory
    Qing dynasty, 20th century
    R86.45.124 ($325)

18. Snuff bottle, painted by Yeh Shuyin
    Crystal
    20th century
    R86.45.63 ($450)

19. Snuff bottle in the shape of twin melons
    Coral
    Qing dynasty, late 19th century
    R86.45.122 ($1000)

20. Snuff bottle decorated with Zhong Kui
    Porcelain
    Qing dynasty, early 19th century
    R86.45.89 ($385)

21. Snuff bottle of flattened shouldered form
    Macaroni agate
    Qing dynasty, early 20th century
    R86.45.11 ($425)

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**ASIAN ART COMMISSION**

**NOTICE OF REVISED MEETING DATE**

**Wednesday, June 7, 1989 - 10:30 A.M.**

**Conference Room - Asian Art Museum, Golden Gate Park**

This is notice that the meeting of the Asian Art Commission Executive Committee scheduled for Tuesday, June 6, 1989 has been rescheduled because of a lack of quorum, and will be held in the Conference Room of the Asian Art Museum on Wednesday, June 7, 1989 at 10:30 A.M.

Copies of the agenda are available at the Information Desk of the Asian Art Museum. An agenda is also filed at the Main Branch of the San Francisco Library in Civic Center.

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# AGENDA

## ASIAN ART COMMISSION

## EXECUTIVE COMMITTEE MEETING

Wednesday, June 7, 1989 - 10:30 P.M.

Conference Room - Asian Art Museum

There will be an opportunity for public testimony before action is taken on any agenda item.

1. Call to Order

2. Approval of Minutes of April 4, 1989 Commission Meeting

3. Chairman's Report

   a. No Luncheon Preceding July 11 Commission Meeting
   b. September 12 Annual Meeting Luncheon to Honor Clarence Shangraw and Yoshiko Kakudo on Their 25th Anniversary with the Museum
   c. Other Informational Items

4. Director's Report

   a. Report of Trip to Asia
   b. Other Informational Items

5. Deputy Director's Report

   a. Report on Budget:
      Resolution C89-034 - Approval of Preliminary Combined Budget for Fiscal Year 1989-90

   b. Report on Seismic Bond Issue:
      Resolution C89-035 - Endorsement of Phase 1 of the City's Earthquake Safety Program for City-Owned Buildings

   c. Resolution C89-036 - Travel Reimbursement Policy

   d. Resolution C89-037 - Allocation of 5% of Wattis Income for Related Southeast Asian Art Department Administrative Costs

Agenda
Asian Art Commission
June 7, 1989

e. Report on Marketing/Public Relations Department:
Resolution C89-038 - Approval of Agreement for 1991 Monthly Wall Calendar
Resolution C89-039 - Authorizing a Commitment of up to $20,000 for the Purchase of 1991 Weekly Engagement Calendar

f. Report on Building Management:
Resolution C89-040 - Approval of Proposals for Office and Gallery Space Projects

g. Resolution C89-041 - Confirming Budget Policies

h. Resolution C89-042 - Authorizing Establishment of Cafeteria Benefits Plan for Foundation Employees

g. Personnel Update

h. Report on Foundation Employees Benefits Plan

i. Other Informational Items

6. Chief Curator's Report

a. Exhibitions Update
b. Other Informational Items

7. Development Officer Search Update

8. Committee Reports

a. Acquisitions and Loans Committee
b. Connoisseurs Council
c. Exhibitions Committee
d. Marketing Committee
e. Public Programs Committee
f. Other Committee Reports as needed

8. Asian Art Museum Foundation Report - Mrs. Brayton Wilbur, Jr.

Agenda
Asian Art Commission
June 7, 1989

9. Public Comment - At this time, members of the public may address the Commission on items that are within the subject matter jurisdiction of the Asian Art Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

10. Adjournment

Attachments (Resolutions)

**ASIAN ART COMMISSION**

**RESOLUTION C89-034**

**Approval of Preliminary Combined Museum Budget for Fiscal Year 1989-90**

**WHEREAS,** The preliminary combined Museum budget for fiscal year 1989-90 was prepared and has been distributed to the Asian Art Commissioners for their review; and

**WHEREAS,** The Asian Art Commissioners were afforded the opportunity of meeting with staff on Friday, June 2, 1989, to discuss any aspects of the budget, including proposed departmental budgets and personnel costs; and

**WHEREAS,** Members of the Museum staff were also invited to contribute their comments concerning the budget as prepared; now, therefore, be it

**RESOLVED,** That the Asian Art Commission hereby approves the preliminary combined budget for the Museum for fiscal year 1989-90 as prepared by staff.

June 7, 1989

**ASIAN ART COMMISSION**

**RESOLUTION C89-035**

**Endorsement of Phase 1 of the City's Earthquake Safety Program for City-Owned Buildings**

**WHEREAS,** In the Civic Center Proposal dated November 1987 and approved by the Board of Supervisors and the Mayor, the City agreed to include funding for seismic upgrading of the existing main public library building in the next bond measure for seismic improvements to City-owned buildings; and

**WHEREAS,** The City's Department of Public Works has prepared a "Proposal for a $59.7 Million General Obligation Bond Issue for the Earthquake Safety Program for City-owned Buildings, Phase 1," dated May 1989; and

**WHEREAS,** The City Bond Proposal includes funding for seismic upgrading of the library, which the City estimates at $9.1 million, plus funding for a study of the cost of anchoring the building's exterior cladding; and

**WHEREAS,** If it is determined that work is needed to anchor the library's exterior cladding to the frame of the building, or that more funds are required to bring the interior of the building up to appropriate seismic requirements for protection of the collection, additional funding for seismic improvements to the library will be included in a later bond issue; and

**WHEREAS,** It will be helpful to have voter approval of a bond measure which will cover the known costs of seismic improvements to the library when the Asian Art Museum begins its major fund-raising campaign for renovation and expansion of the library; now, therefore, be it

**RESOLVED,** That the Asian Art Commission hereby endorses the City's proposal for a bond issue for seismic improvements to City-owned buildings and authorizes the Chair of the Commission to communicate this endorsement to the President of the Board of Supervisors and the Mayor.

June 7, 1989

ASIAN ART MUSEUM OF SAN FRANCISCO

M E M O R A N D U M
May 30, 1989

TO: Executive Committee, Asian Art Commission
Asian Art Museum Foundation Trustees

FROM: Judith L. Teichman
Deputy Director

SUBJECT: Update on Funding for Seismic Improvements to the Existing Main Public Library Building.

**Negotiations with City Engineers**

At the last meeting Charles Page, Mary Griffin, our consulting engineer, Hal Davis of Rutherford and Chekene, and I had with the Department of Public Works, the City proposed including $9.1 million for seismic improvements to the main public library building in the bond measure for the November ballot. This is $3.5 million less than the cost of the method for upgrading the building recommended by Mr. Davis and does not address the estimated $2 to $10 million which will be needed <u>if</u> work needs to be done to anchor the exterior cladding to the steel framework of the building. See my memorandum to Charles Page of May 1 for more details. Assuming we following Mr. Davis' recommendation and worst case on cladding, the seismic work at the Library would cost $22.6 million.

To put the discussions in context, it has been agreed that the City will fund seismic improvements at the existing main public library building, and that the Museum will raise funds for renovation and expansion of the building into a Museum. (See page 4 of the Civic Center Proposal, November, 1987.) The difficulty seems to be in agreeing on the <u>level</u> of seismic safety the City is obligated to provide. The City engineers were adamant in our meetings that their approach would protect the architectural features, but we did not specifically address the question of protecting the collection inside (c.f., the description in the next section on the standards for protecting equipment in Essential Services Buildings).

**Seismic Standards**

There are various levels of seismic upgrading. The following description in the City's report on "Earthquake Safety for City-Owned Buildings, Phase 1", dated May, 1989, may be helpful in understanding the levels pertinent to upgrading the Library:

"The minimum standard must provide an acceptable level of life safety in all cases. For buildings which must remain functional after an earthquake, such as fire stations and hospitals, the higher State standards for Essential Services Buildings will be used to further limit damage to equipment. Buildings that have architectural or historical significance, such as some in the Civic Center area, may be strengthened above the life safety level in order to minimize damage to irreplaceable features."

**City Bond Measure for November Ballot**

The City has rated its buildings relative to how they would perform in an earthquake. Buildings rated "4" are expected to partially or totally collapse. Buildings rated "3" (poor performance) would suffer damage "which would pose appreciable life hazards to occupants".

The City wants to keep the November bond measure down to about $60 million and the report of the Capital Improvements Advisory Committee is due at the Board of Supervisors in time for a hearing in mid-June.

The November measure proposed by the City's Capital Improvements Advisory Committee will provide funding for upgrading all buildings with a "4" rating. Among others, it will include the following "3's", all places of public assembly: California Academy of Sciences, the Legion of Honor and the Library. It will not cover some other important buildings with a "3" rating, however: Laguna Honda Hospital and the old portion of San Francisco General Hospital.

**Discussion with City's Chief Administrative Officer**

Having been advised by Cal Malone that the Asian Art Museum was not satisfied that the proposed $9.1 million was sufficient, Rudy Nothenberg, the City's Chief Administrative Officer, called me on May 5 to find out the Museum's concerns. After some discussion, he suggested that there were three choices:

* Increase the size of the City bond issue to cover all of the potential costs (roughly $22.6 million). This would mean that the Asian Art Museum would be scheduled for 1/3rd of the total.

* Propose a separate bond issue for the Asian Art Museum's seismic needs.

* Proceed on the basis of DPW's recommendations and deal with the additional costs, if any, later.

Rudy asked the City's engineers whether the approach they recommended would provide appropriate protection for the art as well as the architectural features of the building. The answer was not entirely satisfying. He said they feel that the issue of protecting the objects in the display cases can be handled separately and that the use of shearwalls (as our engineer recommended) might stiffen the building so much that they would lead to structural damage.

Although there is no solid information to support the conclusion of the City engineers, there is no persuasive basis for arguing for more than the $9.1 million either. There has never been a full study made of the seismic needs of the building and it doesn't make a lot of sense to do one until we at least know the general layout of the renovated and expanded building.

In addition, while Rudy acknowledges the City's obligation to deal with the exterior cladding problem at the Library, if there is one, he is understandably reluctant to include a substantial amount for dealing with what may not be a problem in a bond measure which is not sufficient to cover the cost of seismic improvements to other buildings serve the public and have been identified as likely to perform poorly in an earthquake.

**Proposed Compromise**

After consulting with Alice Lowe, Judy Wilbur and Charles Page, Rudy and I agreed to submit the following compromise to you:

(a) The City will include $9.1 million in the November bond measure for seismic improvements to the Library and an additional amount to conduct a study of the exterior cladding which will be done immediately. The Museum will not be limited to the $9.1 if the actual and necessary cost for seismic improvements to protect the building and the art are higher. See para. (c).

(b) If needed, funds to anchor the exterior cladding will be included in a bond measure for the Civic Center planned for November, 1990.

(c) The Asian Art Museum and the CAO will agree on a procedure for determining the actual cost of seismic improvements necessary to protect the art and the Library. If the amount is in excess of $9.1 million, the difference will be included in a later bond measure.

**Next Steps**

If the Commission and Foundation approve of the recommended compromise, Mr. Nothenberg would appreciate them sending a letter of support for the bond measure to the Board of Supervisors in advance of the June 13 hearing. In addition, I will be happy to work with Charles Page and representatives of the City to develop the procedure for determining the actual cost of the seismic improvements.

A resolution approving the recommended compromise and approving a letter to the Board of Supervisors is included in the agenda for the Commission and Foundation meetings on June 6.

**ASIAN ART COMMISSION**

**RESOLUTION C89-036**

**Travel Reimbursement Policy**

**WHEREAS,** The Foundation's auditors have suggested that staff submit travel reimbursement requests within three business days of return to work; and

**WHEREAS,** Substantial outstanding travel reimbursement requests result in the distortion of financial reports and make financial planning difficult; now, therefore, be it

**RESOLVED,** That, effective July 1, 1989, staff must submit travel reimbursement requests within five (5) working days after return to work.

June 7, 1989

**ASIAN ART COMMISSION**

**RESOLUTION C89-037**

**Allocation of 5% of Wattis Income for Related Southeast Asian Art Department Administrative Costs**

**WHEREAS,** The income from The Paul L. and Phyllis Wattis Foundation Chair of Southeast Asian Art funds the salary and fringe benefits for a Curator of Southeast Asian Art and related activities; and

**WHEREAS,** There are substantial administrative overhead costs associated with having a curatorial chair and program activities; now, therefore, be it

**RESOLVED,** That, effective immediately, 5% of the net income from the Wattis Fund will be transferred to general operating funds to reimburse the Foundation in part for the administrative overhead costs associated with the Wattis Chair of Southeast Asian Art.

June 7, 1989

May 31, 1989

**TO:** JUDY TEICHMAN

**FROM:** LILIA VILLANUEVA L.V.

**RE:** PUBLIC RELATIONS/MARKETING UPDATE

Travel Agents S.F. Tour Begins at Asian Art Museum

On April 28, over 250 travel agents from East Coast and Canada, upon invitation by the S.F. Convention and Visitors Bureau, began their City familiarity tour with a continental breakfast and program at the Asian Art Museum. Five Asian art docents boarded the group's buses downtown and acted as special guides on their way to the Asian Art Museum.

The group had continental breakfast before following the docents into the galleries for a quick tour, and then entered the Trustees Auditorium where a lion dance welcomed the party. Mayor Art Agnos, who left the following day for his tour of Asia, welcomed the travel agents in the auditorium before they left for their City tour.

The event was covered by TravelAge and Travel Weekly. Each of the magazines ran pictures of travel agents viewing art objects in the Museum galleries.

First Marketing Committee Meeting

The new and expanded Marketing Committee of the Commission met for the first time May 23 to discuss the goals of the Committee, as well as hear reports on P.R. budget, marketing plan, and other items. A subcommittee was formed to work on the Museum Awareness Campaign. The Committee is chaired by Commissioner John Williams.

Press Conference to Announce New Curator of Korean Art

New Curator of Korean Art Kumja Paik Kim was introduced to the media May 23 at a press conference, attended by all Korean press and other members of the media. The S.F. Examiner will conduct a separate interview with Dr. Kim on June 1. The press conference was held in the Korean art loggia, and followed by a reception in Gruhn Court. All members of the press were invited to attend the reception.

**ASIAN ART COMMISSION**

**RESOLUTION C89-038**

**Approval of Agreement for 1991 Monthly Wall Calendar**

**WHEREAS,** Museum staff has been working with Golden Turtle Printers to produce a 1990 Monthly Wall Calendar featuring pieces from the Asian Collection; and

**WHEREAS,** Golden Turtle desires to enter into an agreement to produce a 1991 Monthly Wall Calendar featuring masterworks from the Asian Collection; and

**WHEREAS,** The Chief Curator is pleased with the quality of work performed by Golden Turtle and this would be a particularly appropriate theme in celebration of the 25th anniversary of the Asian Art Museum; and

**WHEREAS,** The Commission's Marketing Committee has recommended proceeding with the project; now, therefore, be it

**RESOLVED,** That the Commission authorizes staff to enter into an agreement with Golden Turtle to produce and distribute a monthly wall calendar featuring masterworks from the Asian Collection.

June 7, 1989

**ASIAN ART COMMISSION**

**RESOLUTION C89-039**

**Authorizing a Commitment of up to $20,000 for the Purchase of a 1991 Weekly Engagement Calendar**

**WHEREAS,** Universe Calendars produced the very successful 1989 Weekly Engagement Calendar for the Asian Art Museum; and

**WHEREAS,** Universe Calendars desires to produce a 1991 Weekly Engagement Calendar featuring masterworks from the Asian Collection; and

**WHEREAS,** This would be a particularly appropriate project in celebration of the 25th anniversary of the Asian Art Museum; and

**WHEREAS,** The Asian Art Commission's Marketing Committee has recommended proceeding with the project; and

**WHEREAS,** The Asian Art Museum will be obligated to purchase a maximum of 4,000 copies at cost, which is estimated to be not more than $5.00 per copy; therefore, be it

**RESOLVED,** That the Asian Art Commission authorizes staff to enter into an agreement with Universe Calendars to produce a 1991 Weekly Calendar featuring masterworks from the Asian Collection; and, be it further

**RESOLVED,** That the Asian Art Museum Commission authorizes the obligation of an amount not to exceed $20,000 for the production of the 1991 Weekly Engagement Calendars.

June 7, 1989

**ASIAN ART COMMISSION**

**RESOLUTION C89-040**

**Approval of Proposals for Office and Gallery Space Projects**

**WHEREAS,** Additional office space is required to house new staff, including the three new curators added within the past year and one-half as well as the Development Director and staff;

WHEREAS, Experience has proven how important it is to have a classroom and meeting space within the Museum; and

**WHEREAS,** The Magnin Room is in a prime location and needs to be renovated so it can again be used for exhibiting art; and

**WHEREAS,** With several major exhibitions planned over the next few years, the Magnin Room, in combination with the Soong Gallery and the Jewett Gallery, would make an ideal area for changing exhibitions, with an adjacent staging area; and

**WHEREAS,** Staff have included in their list of priority funding needs proposals for installing offices on the second floor (in the space currently reserved for the Korean galleries); for installing a classroom/conference room in the space adjacent to the catering entrance; for renovating the Magnin Room for use as a changing exhibition gallery with adjacent staging area; for installing the Korean galleries in the area just off the Gruhn Court on the side of the stairs and reinstalling the Chinese galleries in the remaining area; and

**WHEREAS,** The improvements recommended by staff meet the current needs of the Museum and those anticipated in the near future, while maximizing the space accessible to the public; now, therefore, be it

**RESOLVED,** That the Asian Art Commission approves the proposals prepared by staff for providing additional office and gallery space and enlists the support of the Foundation to assist in raising the necessary funds.

June 7, 1989

**ASIAN ART COMMISSION**

**RESOLUTION C89-041**

**Confirming Budget Policies**

**WHEREAS,** In recent years, policies and practices have evolved regarding the Museum budget which have not been memorialized in a document separate from the budget itself; and

**WHEREAS,** It would be useful to have these policies collected in a single action of the Commission; now, therefore, be it

**RESOLVED,** That the Asian Art Commission authorizes the Director, upon staff recommendation, to reallocate between major expense categories, e.g., contractual services and materials and supplies, amounts which in total do not exceed $50,000; and, be it

**FURTHER RESOLVED,** That in reallocating between major expense categories, the Director may not establish new, permanent positions for personnel; and be it

**FURTHER RESOLVED,** That on the recommendation of the Director, the Deputy Director, or the Controller, the Commission Executive Secretary is authorized to execute City documents requesting reallocation of City funds to the extent permitted by City regulations.

June 7, 1989

**ASIAN ART COMMISSION**

**RESOLUTION C89-042**

**Authorizing Establishment of Cafeteria Benefits Plan for Foundation Employees**

**WHEREAS,** City employees participate in a Section 125 Cafeteria Benefits Plan; and

**WHEREAS,** It is the Museum's policy to provide comparable benefits to Foundation paid employees to the extent feasible; now, therefore, be it

**RESOLVED,** That the Asian Art Commission authorizes the establishment of a Section 125 Cafeteria Benefits Plan for Foundation employees, subject to the availability of funding and approval by the Asian Art Museum Foundation.

June 7, 1989

**MEMORANDUM**
May 31, 1989

To: Judy Teichman, Deputy Director
From: Andrea Leslie, Acting Personnel Officer
Re: PERSONNEL UPDATE

Andrea

**Outreach Assistant**

Aislinn Scofield, Outreach Coordinator, and I interviewed all day yesterday for the Outreach Assistant position. We received twenty-five resumes from applicants with a wide variety of experiences and backgrounds. Five of these applicants were selected for interviews based on their experience in performing arts and their exposure to various Asian communities. Each of these five candidates was extremely well qualified and the interviews were most enjoyable. From this group, we will select two or three for a second interview. We plan to resolve this soon and to have the new assistant in place by the first of July.

**Development Director**

Last month it was reported that the selection committee had reviewed a large and varied panel of applicants for the Development Director position from which three candidates were selected and interviewed in depth and that the committee hoped to be in a position to make an offer in the very near future. The process is continuing and we should have an update soon.

**Employee Handbook Project**

We have completed the first draft of the employee handbook outlining personnel policies and procedures for both City-funded and Foundation-funded employees at the Museum. We held five staff meetings to gather input and ideas for this project. I will soon be ready to send a copy to David Lofholm of Graham and James, a lawyer specializing in personnel matters, Al Walker of the Civil Service Commission and Jerry Spain of the City Attorney's office. Each will review the handbook and provide input from his own perspective.

**Personnel priorities**

Included in the 1989/90 Museum budget package is a list of priorities for personnel expenditures. They are:

-- Development research assistant
-- P.R. Assistant
-- Staff assistant, Curatorial department
-- Telephone operator
-- Senior registrar or part-time associate registrar
-- Personnel officer, half time

As funding above the level of the current budget becomes available, these positions will be considered along with other Museum priorities for inclusion in the year's program.

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**ASIAN ART COMMISSION**

**Executive Committee Meeting**

**Wednesday, June 7, 1989 - 10:30 A.M.**

**Conference Room - Asian Art Museum**

Minutes

**PRESENT:**

Chairman Presiding: Mrs. Lewis Lowe
Vice Chairmen: John F. Williams
Deepa Thomas

Warren W. Faus
Mrs. Robert Seller
Mrs. Brayton Wilbur, Jr.

**ABSENT:**

James M. Gerstley
Carl D. Gustavson
Richard F. Shelton
Mrs. Hart H. Spiegel

**IN ATTENDANCE:**

Rand Castile, Director
Judith L. Teichman, Deputy Director
Margaret S. Lindsay, Executive Secretary

**CALL TO ORDER:**

The meeting of the Asian Art Commission's Executive Committee was called to order at 10:40 A.M. by Chairman Alice G. Lowe, a quorum being present.

**APPROVAL OF MINUTES:**

The minutes of the April 4, 1989 Executive Committee meeting, having been mailed to all present, were approved unanimously as written.

Asian Art Commission
Executive Committee
June 7, 1989

**CHAIRMAN'S REPORT:**

Chairman Lowe advised there will be no luncheon preceding the July 11 Commission meeting and reiterated the need for good attendance at the meeting to satisfy the quorum requirement of fourteen.

She reported that the Annual Meeting of September 12 would be preceded by a luncheon to honor the 25th anniversaries of Chief Curator, Clarence Shangraw, and Curator of Japanese Art, Yoshiko Kakudo, at which Curator of Chinese Art, Patricia Berger, will be the speaker.

**DIRECTOR'S REPORT:**

Director Castile reported on the various aspects of his recent trip to Asia, the first portion of which consisted of a series of meetings with museum officials in Vietnam. During the second phase of the trip, Mr. Castile joined the Bay Area economic delegation in Taipei, meeting with business and government officials to further commercial relationships, and from there proceeded to Hong Kong, Shanghai, Beijing, Tokyo and Osaka. Commissioner Williams suggested that all Commissioners be informed about the trip and its benefits to the Museum.

Mr. Castile enumerated various annual statistics used to measure the professional performances of 150 of the largest and most important museums in the United States and Canada. The categories considered in this analysis include the number of employees, building size, attendance, operating income, corporate support, operating expense, program and support costs, endowment, cost of works of art, etc. Mr. Castile indicated these statistics provide valuable standards by which he is able to assess the Museum's fit with the rest of the profession in terms of growth and performance. Commissioner Williams asked that this information also be made available to the rest of the Commission before the next meeting in July.

Asian Art Commission
Executive Committee
June 7, 1989

DEPUTY DIRECTOR'S REPORT:

a. Report on Budget - Resolution C89-034 - Approval of Preliminary Combined Museum Budget for Fiscal Year 1989-90

The Preliminary Combined Budget had been mailed to all Commissioners prior to the meeting for their perusal. After discussion, the following resolution was approved unanimously:

**RESOLUTION C89-034**

**Approval of Preliminary Combined Museum Budget for Fiscal Year 1989-90**

**WHEREAS,** The preliminary combined Museum budget for fiscal year 1989-90 was prepared and has been distributed to the Asian Art Commissioners for their review; and

**WHEREAS,** The Asian Art Commissioners were afforded the opportunity of meeting with staff on Friday, June 2, 1989, to discuss any aspects of the budget, including proposed departmental budgets and personnel costs; and

**WHEREAS,** Members of the Museum staff were also invited to contribute their comments concerning the budget as prepared; now, therefore, be it

**RESOLVED,** That the Asian Art Commission hereby approves the preliminary combined budget for the Museum for fiscal year 1989-90 as prepared by staff.

b. Report on Seismic Bond Issue - Resolution C89-035 - Endorsement of Phase 1 of the City's Earthquake Safety Program for City-owned Buildings

After a discussion of the issues, the following resolution was approved unanimously:

Asian Art Commission
Executive Committee
June 7, 1989

**RESOLUTION C89-035**

**Endorsement of Phase 1 of the City's Earthquake Safety Program for City-Owned Buildings**

**WHEREAS,** In the Civic Center Proposal dated November 1987 and approved by the Board of Supervisors and the Mayor, the City agreed to include funding for seismic upgrading of the existing main public library building in the next bond measure for seismic improvements to City-owned buildings; and

**WHEREAS,** The City's Department of Public Works has prepared a "Proposal for a $59.7 Million General Obligation Bond Issue for the Earthquake Safety Program for City-owned Buildings, Phase 1," dated May 1989; and

**WHEREAS,** The City Bond Proposal includes funding for seismic upgrading of the library, which the City estimates at $9.1 million, plus funding for a study of the cost of anchoring the building's exterior cladding; and

**WHEREAS,** If it is determined that work is needed to anchor the library's exterior cladding to the frame of the building, or that more funds are required to bring the interior of the building up to appropriate seismic requirements for protection of the collection, additional funding for seismic improvements to the library will be included in a later bond issue; and

**WHEREAS,** It will be helpful to have voter approval of a bond measure which will cover the known costs of seismic improvements to the library when the Asian Art Museum begins its major fund-raising campaign for renovation and expansion of the library; now, therefore, be it

**RESOLVED,** That the Asian Art Commission hereby endorses the City's proposal for a bond issue for seismic improvements to City-owned buildings and authorizes the Chair of the Commission to communicate this endorsement to the President of the Board of Supervisors and the Mayor.

c. Resolution C89-036 - Travel Reimbursment Policy

After discussion, the following resolution was approved unanimously:

**RESOLUTION C89-036**

**Travel Reimbursement Policy**

**WHEREAS,** The Foundation's auditors have suggested that staff submit travel reimbursement requests within three business days of return to work; and

**WHEREAS,** Substantial outstanding travel reimbursement requests result in the distortion of financial reports and make financial planning difficult; now, therefore, be it

**RESOLVED,** That, effective July 1, 1989, staff must submit travel reimbursement requests within five (5) working days after return to work.

d. Resolution C89-037 - Allocation of 5% of Wattis Income for Related Southeast Asian Art Department Administrative Costs

After discussion, the following resolution was approved unanimously:

**RESOLUTION C89-037**

**Allocation of 5% of Wattis Income for Related Southeast Asian Art Department Administrative Costs**

**WHEREAS,** The income from The Paul L. and Phyllis Wattis Foundation Chair of Southeast Asian Art funds the salary and fringe benefits for a Curator of Southeast Asian Art and related activities; and

**WHEREAS,** There are substantial administrative overhead costs associated with having a curatorial chair and program activities; now, therefore, be it

**RESOLVED,** That, effective immediately, 5% of the net income from the Wattis Fund will be transferred to general operating funds to reimburse the Foundation in part for the administrative overhead costs associated with the Wattis Chair of Southeast Asian Art.

e. Report on Marketing/Public Relations Department

Ms. Teichman referred to Ms. Villanueva's written Public Relations report which had been mailed to all present.

After the particulars were presented regarding the proposed agreements for a 1991 Monthly Wall Calendar and a 1991 Engagement Calendar, and further discussion by the Commission, the following two resolutions were approved unanimously:

(1) Resolution C89-038 - Approval of Agreement for 1991 Monthly Wall Calendar

**RESOLUTION C89-038**

**Approval of Agreement for 1991 Monthly Wall Calendar**

**WHEREAS,** Museum staff has been working with Golden Turtle Printers to produce a 1990 Monthly Wall Calendar featuring pieces from the Asian Collection; and

**WHEREAS,** Golden Turtle desires to enter into an agreement to produce a 1991 Monthly Wall Calendar featuring masterworks from the Asian Collection; and

**WHEREAS,** The Chief Curator is pleased with the quality of work performed by Golden Turtle and this would be a particularly appropriate theme in celebration of the 25th anniversary of the Asian Art Museum; and

**WHEREAS,** The Commission's Marketing Committee has recommended proceeding with the project; now, therefore, be it

**RESOLVED,** That the Commission authorizes staff to enter into an agreement with Golden Turtle to produce and distribute a monthly wall calendar featuring masterworks from the Asian Collection.

(2) Resolution C89-039 - Authorizating a Commitment of Up to $20,000 for the Purchase of 1991 Weekly Engagement Calendar

**RESOLUTION C89-039**

**Authorizing a Commitment of up to $20,000 for the Purchase of a 1991 Weekly Engagement Calendar**

**WHEREAS,** Universe Calendars produced the very successful 1989 Weekly Engagement Calendar for the Asian Art Museum; and

**WHEREAS,** Universe Calendars desires to produce a 1991 Weekly Engagement Calendar featuring masterworks from the Asian Collection; and

**WHEREAS,** This would be a particularly appropriate project in celebration of the 25th anniversary of the Asian Art Museum; and

**WHEREAS,** The Asian Art Commission's Marketing Committee has recommended proceeding with the project; and

**WHEREAS,** The Asian Art Museum will be obligated to purchase a maximum of 4,000 copies at cost, which is estimated to be not more than $5.00 per copy; therefore, be it

**RESOLVED,** That the Asian Art Commission authorizes staff to enter into an agreement with Universe Calendars to produce a 1991 Weekly Calendar featuring masterworks from the Asian Collection; and, be it further

**RESOLVED,** That the Asian Art Commission authorizes the obligation of an amount not to exceed $20,000 for the production of the 1991 Weekly Engagement Calendars.

f. Report on Building Management - Resolution C89-040 - Approval of Proposals for Office and Gallery Space Projects

The following resolution drafted to satisfy the various Museum space problems was discussed and approved unanimously:

Asian Art Commission
Executive Committee
June 7, 1989

**RESOLUTION C89-040**

**Approval of Proposals for Office and Gallery Space Projects**

**WHEREAS,** Additional office space is required to house new staff, including the three new curators added within the past year and one-half as well as the Development Director and staff;

**WHEREAS,** Experience has proven how important it is to have a classroom and meeting space within the Museum; and

**WHEREAS,** The Magnin Room is in a prime location and needs to be renovated so it can again be used for exhibiting art; and

**WHEREAS,** With several major exhibitions planned over the next few years, the Magnin Room, in combination with the Soong Gallery and the Jewett Gallery, would make an ideal area for changing exhibitions, with an adjacent staging area; and

**WHEREAS,** Staff have included in their list of priority funding needs proposals for installing offices on the second floor (in the space currently reserved for the Korean galleries); for installing a classroom/conference room in the space adjacent to the catering entrance; for renovating the Magnin Room for use as a changing exhibition gallery with adjacent staging area; for installing the Korean galleries in the area just off the Gruhn Court on the side of the stairs and reinstalling the Chinese galleries in the remaining area; and

**WHEREAS,** The improvements recommended by staff meet the current needs of the Museum and those anticipated in the near future, while maximizing the space accessible to the public; now, therefore, be it

**RESOLVED,** That the Asian Art Commission approves the proposals prepared by staff for providing additional office and gallery space and enlists the support of the Foundation to assist in raising the necessary funds.

g. Resolution C89-041 - Confirming Budget Policies

Following the Deputy Director's explanation concerning a previously unwritten policy which permitted the Director to reallocate up to $50,000 between major expense categories without prior approval, and assurance that these reallocations would be reflected in quarterly budget reports, the following resolution confirming this policy was approved unanimously:

**RESOLUTION C89-041**

**Confirming Budget Policies**

**WHEREAS,** In recent years, policies and practices have evolved regarding the Museum budget which have not been memorialized in a document separate from the budget itself; and

**WHEREAS,** It would be useful to have these policies collected in a single action of the Commission; now, therefore, be it

**RESOLVED,** That the Asian Art Commission authorizes the Director, upon staff recommendation, to reallocate between major expense categories, e.g., contractual services and materials and supplies, amounts which in total do not exceed $50,000; and, be it

**FURTHER RESOLVED,** That in reallocating between major expense categories, the Director may not establish new, permanent positions for personnel; and be it

**FURTHER RESOLVED,** That on the recommendation of the Director, the Deputy Director, or the Controller, the Commission Executive Secretary is authorized to execute City documents requesting reallocation of City funds to the extent permitted by City regulations.

h. Resolution C89-042 - Authorizating Establishment of Cafeteria Benefits Plan for Foundation Employees

Ms. Teichman explained that in the continuing effort, insofar as possible, to bring Foundation employee benefits to a par with City employees, the Foundation approved a "Cafeteria Benefits Plan" for employees at its meeting of June 6. The

plan will allow an employee to take the amount presently contributed by the Foundation towards fringe benefits and to choose his/her own benefits. An added advantage would be the deduction of any employee-paid premiums from his/her taxable gross salary.

In answer to Mrs. Wilbur's request for an update on the investigation into alternate health plans, Ms. Teichman advised that the Kaiser plan has proven to be the most economical. Despite repeated dissatisfaction on the part of most employees with the Kaiser health plan, only three employees were interested in converting to the only other plan which would accept such a small group, because it would be more costly to the employee with far less benefits.

The following resolution was then approved unanimously:

**RESOLUTION C89-042**

**Authorizing Establishment of Cafeteria Benefits Plan for Foundation Employees**

**WHEREAS,** City employees participate in a Section 125 Cafeteria Benefits Plan; and

**WHEREAS,** It is the Museum's policy to provide comparable benefits to Foundation paid employees to the extent feasible; now, therefore, be it

**RESOLVED,** That the Asian Art Commission authorizes the establishment of a Section 125 Cafeteria Benefits Plan for Foundation employees, subject to the availability of funding and approval by the Asian Art Museum Foundation.

i. Personnel Update - The written Personnel Update, having been mailed to all present, was not discussed further.

Development Officer Search - Mr. Castile advised that the search is being continued and that two additional candidates will be interviewed within the next month.

Committee Reports

a. Acquisitions and Loans Committee - Mrs. Seller advised that an amount up to $50,000 has been pledged by The Museum Society Auxiliary for a floral painting to tie in with their "Bouquets to Art" event.

b. Marketing Committee - Mr. Williams commented about the successful first meeting of the committee and advised of the upcoming June 9 meeting called to discuss the Museum Awareness Program.

c. Public Programs Committee - Mr. Faus advised that the next meeting of the committee is scheduled for June 27.

d. Ad Hoc Planning Committee - Mr. Williams advised that the Committee is presenting attempting to put together a time line of the planning process for the move to Civic Center and will meet again on June 27. The Committee plans to gather sufficient material to submit an application for a foundation grant to cover some of the expenses of the move.

**PUBLIC COMMENT:**

At this time, members of the public were invited to address the Executive Committee on items within the subject matter jurisdiction of the Asian Art Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

There was no public comment at this time.

**ADJOURNMENT:**

There being no further business to discuss, the meeting was adjourned at 11:58 A.M.

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# AGENDA

## ASIAN ART COMMISSION

## EXECUTIVE COMMITTEE MEETING

Tuesday, August 1, 1989 - 10:30 P.M.

Conference Room - Asian Art Museum

There will be an opportunity for public testimony before action is taken on any agenda item.

1. Call to Order

2. Approval of Minutes of June 7, 1989 Executive Committee Meeting

3. Chairman's Report

   a. New development officer
   b. Commission Christmas Party for Staff
   c. August 28, 1989 Cosponsored Event with Friends of San Francisco Arts Commission
   d. Other Informational Items

4. Director's Report - Informational Items

5. Deputy Director's Report

   a. Personnel Update
   b. Facilities Report
   c. Public Relations Update
   d. Budget and Fiscal Matters to be Presented by Controller:
      (1) Resolution C89-047 - Transfer of Funds in Admission Fund for Fiscal Year 1989-90
      (2) Resolution C89-048 - Retirement Plan Year Change
      (3) Resolution C89-049 - Retirement Plan (Representative from TIAA-CREF will be present)
   e. Other Budget and Informational Items

6. Chief Curator's Report

   a. Exhibitions Update
   b. Other Informational Items

Agenda
Asian Art Commission
August 1, 1989

7. Committee Reports

   a. Acquisitions and Loans Committee
   b. Connoisseurs Council
   c. Exhibitions Committee
   d. Marketing Committee
   e. Nominating Committee
   f. Public Programs Committee
   g. Ad Hoc Planning Committee
   h. Other committee reports as needed

8. Priorities Committee - Discussion regarding function

9. Asian Art Museum Foundation Report - Mrs. Brayton Wilbur, Jr.

10. Public Comment - At this time, members of the public may address the Commission on items that are within the subject matter jurisdiction of the Asian Art Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

11. Adjournment to Executive Session to discuss Personnel Matters

12. Resolution C89-049 - Appointment of development officer

13. Adjournment

Attachments (Resolutions)

**ASIAN ART COMMISSION**

**RESOLUTION C89-047**

**Transfer of Funds in Admission Fund for Fiscal Year 1989-90**

**RESOLVED,** That the Asian Art Commission does hereby authorize the Controller of the City and County of San Francisco to transfer excess current year revenue (1989-90) over admission operating expenses in the Admission Fund (02-403) from Transaction Code 242, Index Code 002469, until the amount transferred is $870,000; thereafter, using Transaction Code 003, Revenue Index Code, Subobject 8170, to Transaction Code 213, Index Code 402032, Project/Workphase 00201, on a monthly basis during fiscal year 1989-90, in conjunction with the Fine Arts Museums of San Francisco transfer of monies into Index Code 401224, Project/Workphase 00110; and, be it further

**RESOLVED,** That the funds in Project/Workphase 00201 are to be used to reimburse the Asian Art Museum Foundation for the Museum's operating expenses.

August 1, 1989

**ASIAN ART MUSEUM COMMISSION**

**RESOLUTION C89-048**

**Retirement Plan Year Change**

**WHEREAS,** To better facilitate internal audit procedures and government report filing requirements, it is recommended by staff that, effective July 1, 1989, the plan year be based on the Foundation's fiscal year rather than a calendar year; and

**RESOLVED,** That the Asian Art Commission hereby approves, contingent on the Foundation's approval at its later meeting of this date, the change of the retirement plan year from a calendar year to the Foundation's fiscal year effective July 1, 1989.

August 1, 1989

**ASIAN ART COMMISSION**

**RESOLUTION C89-049**

**Retirement Plan**

**WHEREAS,** A new IRS regulation effective January 1, 1989, governing Section 403(b) Defined Contribution Retirement Plans, prohibits the exclusion of temporary and/or hourly employees from plan eligibility; and

**WHEREAS,** Under the above regulation, an eligible employee is any employee of the Foundation who is employed for a minimum of 1,000 hours of service during any 12 consecutive calendar month period commencing with his/her date of employment; and

**WHEREAS,** The Foundation often employs individuals on a temporary and/or hourly basis for periods anywhere from one week to one year for special projects such as exhibitions and the Foundation, under the above IRS Regulation, can no longer exclude these individuals from the retirement plan; and

**WHEREAS,** The administrative procedures to retrieve nonvested funds create a burden on both the Foundation staff and the temporary employee at the time of termination; and

**WHEREAS,** General personnel statistics indicate that the majority of turnovers occur during the first year of employment; and

**WHEREAS,** Including a one-year waiting period would aid in the compliance with nondiscrimination requirements because temporary and/or hourly employees can be excluded when performing the nondiscrimination tests; now, therefore, be it

**RESOLVED,** That the Asian Art Commission hereby approves, contingent on the Foundation's approval at its later meeting of this date, the implementation of a one-year waiting period for retirement plan eligibility for individuals employed after September 30, 1989.

August 1, 1989

**ASIAN ART COMMISSION**

**RESOLUTION C89-050**

**Appointment of Development Officer**

**WHEREAS,** The Asian Art Museum is without a development officer; and

**WHEREAS,** The services of Julia Hirsch of Boyden International, Inc. were engaged to assist in the search for a development officer; and

**WHEREAS,** Robert Lindquist has an enviable record of achievement in the field of development, currently serving as Associate Director of Development at Stanford University; and

**WHEREAS,** Mr. Lindquist has accepted the position of development officer for the Asian Art Museum, effective September 1, 1989, subject to the approval of the Commission and Foundation; now, therefore be it

**RESOLVED,** That the Asian Art Commission hereby approves, contingent on the Foundation's approval at its later meeting of this date, the appointment of Robert Lindquist as development officer of the Asian Art Museum of San Francisco.

August 1, 1989

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**ASIAN ART COMMISSION**

**Executive Committee Meeting**

**Tuesday, August 1, 1989 - 10:30 A.M.**

**Conference Room - Asian Art Museum**

Minutes

**PRESENT:**

Chairman Presiding: Mrs. Lewis Lowe
Vice Chairmen: John F. Williams
Secretary: Mrs. Hart H. Spiegel

Warren W. Faus
James M. Gerstley
Mrs. Robert Seller
Richard F. Shelton
Mrs. Brayton Wilbur, Jr.

**ABSENT:**

Carl D. Gustavson
Deepa Thomas

**IN ATTENDANCE:**

Edward Jensen, Representative of Insurance and Annuity Association/College Retirement Equities Fund (TIAA-CREF)
Robert Lindquist
Julia Hirsch, Senior Vice President, Boyden International, Inc.

Rand Castile, Director
Clarence Shangraw, Chief Curator
Judith L. Teichman, Deputy Director
Renona Brown, Controller
Margaret S. Lindsay, Executive Secretary

**CALL TO ORDER:**

The meeting of the Asian Art Commission's Executive Committee was called to order at 10:35 A.M. by Chairman Alice G. Lowe, a quorum being present.

Asian Art Commission
Executive Committee
June 7, 1989

**APPROVAL OF MINUTES:**

The minutes of the June 7, 1989 Executive Committee meeting, having been mailed to all present, were approved unanimously as written.

**CHAIRMAN'S REPORT:**

a. Mrs. Lowe advised that the details of the proposed employment of Mr. Robert Lindquist as development officer would be discussed during the Executive Session scheduled for later in the meeting. She noted that Mr. Lindquist has most recently served as Associate Director of Development with Stanford University where he achieved a notable record of accomplishment. Mr. Lindquist has been extensively interviewed by Commissioners, Trustees and staff.

b. Mrs. Lowe explained that although The Museum Society for the past two years has held a joint Asian Art and Fine Arts Museums staff Christmas party, many of the Commissioners and members of the staff have expressed a desire to return to the former custom of an exclusive Asian Art Museum gathering, the rationale being that the more intimate gathering afforded both staff and Commissioners a unique opportunity to become better acquainted. She advised that expenses for the party have in the past ranged from $1,100 to $1,200 and have been handled with funds from the Commission budget.

   Mrs. Spiegel moved that the Commission sponsor a separate Christmas party for the staff of the Asian Art Museum; that the Museum staff continue to participate in any joint affair The Museum Society might sponsor; and that The Museum Society be informed of this intention. The motion was seconded and approved unanimously.

c. Mrs. Lowe urged everyone present to attend the August 28, 1989 fund-raising event, "Night in Asia," being cosponsored with the Friends of the San Francisco Arts Commission.

**DIRECTOR'S REPORT:**

Mr. Castile spoke of the recent development of an organizational chart outlining the responsibilities for each of the Museum's management principals. A draft of the chart was presented for the Commission's perusal and indicated that the development officer's

title will be Deputy Director, Development; Ms. Teichman's title will be Deputy Director, Administration; and Mr. Shangraw's title will be Deputy Director and Chief Curator. He also advised that the Public Relations and Marketing department will become a part of the Development Department, with the other departments remaining basically the same.

He indicated that significant progress has been made with regard to the Personnel Manual; however, it will require examination by several parties prior to presentation to the Commission. The manual must be in accordance with City ordinances and State and Federal law and ultimately approved by the City Attorney, the Civil Service Commission, State attorneys, the State Labor Relations Office and the Federal authorities.

Mr. Castile advised of various changes in the Ashkenazie organization and the receipt of a $20,000 check and a $150,000-$200,000 pledge from that organization. He also reported a proposal from Mr. & Mrs. James Connell offering their Thai ceramics collection to the Museum.

The very successful poster project, made possible by the Wells Fargo Foundation, has distributed posters to every public and most private schools in the Bay Area and is now completed.

He and the Chief Curator apprised the Commission of the status of the Christensen and the Hans and Gretel Popper collections which have been on loan at the Museum for some time. Lastly, Mr. Castile apprised the Commission on the status of various potential donations.

**DEPUTY DIRECTOR'S REPORT:**

Ms. Teichman's written reports on the following were included in the material distributed prior to the meeting.

a. Personnel Update

b. Facilities Report

c. Public Relations Update

d. Budgetary and Fiscal Matters:

Ms. Brown presented the reasoning for the following resolution which was then approved unanimously:

**RESOLUTION C89-047**

**Transfer of Funds in Admission Fund for Fiscal Year 1989-90**

**RESOLVED,** That the Asian Art Commission does hereby authorize the Controller of the City and County of San Francisco to transfer excess current year revenue (1989-90) over admission operating expenses in the Admission Fund (02-403) from Transaction Code 242, Index Code 002469, until the amount transferred is $870,000; thereafter, using Transaction Code 003, Revenue Index Code, Subobject 8170, to Transaction Code 213, Index Code 402032, Project/Workphase 00201, on a monthly basis during fiscal year 1989-90, in conjunction with the Fine Arts Museums of San Francisco transfer of monies into Index Code 401224, Project/Workphase 00110; and, be it further

**RESOLVED,** That the funds in Project/Workphase 00201 are to be used to reimburse the Asian Art Museum Foundation for the Museum's operating expenses.

Mrs. Lowe introduced Mr. Jensen, representative of TIAA-CREF, the organization in charge of administering the Museum's retirement plan, who was present to answer any possible questions concerning the retirement plan amendments as proposed by the two resolutions that follow.

Following Ms. Brown's explanation that Resolution C89-048 would change the retirement plan year from a calendar to a fiscal year, the resolution was approved unanimously as follows:

**RESOLUTION C89-048**

**Retirement Plan Year Change**

**WHEREAS,** To better facilitate internal audit procedures and government report filing requirements, it is recommended by staff that, effective July 1, 1989, the plan year be based on the Foundation's fiscal year rather than a calendar year; and

**RESOLVED,** That the Asian Art Commission hereby approves, contingent on the Foundation's approval at its later meeting of this date, the change of the retirement plan year from a calendar year to the Foundation's fiscal year effective July 1, 1989.

Ms. Brown pointed out that there previously existed two separate retirement plans, one for the Director and Deputy Director and another for the rest of the staff. Because of new IRS nondiscriminatory regulations, the plan for the Director and Deputy Director has been terminated and they are included in the staff plan.

After explanations by Mr. Jensen and Ms. Brown and further discussion, Resolution C89-049, which would basically amend the waiting period for the eligibility of a new employee to a period of one-year, was approved unanimously as follows:

**RESOLUTION C89-049**

**Retirement Plan**

**WHEREAS,** A new IRS regulation effective January 1, 1989, governing Section 403(b) Defined Contribution Retirement Plans, prohibits the exclusion of temporary and/or hourly employees from plan eligibility; and

**WHEREAS,** Under the above regulation, an eligible employee is any employee of the Foundation who is employed for a minimum of 1,000 hours of service during any 12 consecutive calendar month period commencing with his/her date of employment; and

**WHEREAS,** The Foundation often employs individuals on a temporary and/or hourly basis for periods anywhere from one week to one year for special projects such as exhibitions and the Foundation, under the above IRS Regulation, can no longer exclude these individuals from the retirement plan; and

**WHEREAS,** The administrative procedures to retrieve nonvested funds create a burden on both the Foundation staff and the temporary employee at the time of termination; and

**WHEREAS,** General personnel statistics indicate that the majority of turnovers occur during the first year of employment; and

**WHEREAS,** Including a one-year waiting period would aid in the compliance with nondiscrimination requirements because temporary and/or hourly employees can be excluded when performing the nondiscrimination tests; now, therefore, be it

**RESOLVED,** That the Asian Art Commission hereby approves, contingent on the Foundation's approval at its later meeting of this date, the implementation of a one-year waiting period for retirement plan eligibility for individuals employed after October 1, 1989.

**CHIEF CURATOR'S REPORT**

Mr. Shangraw advised that of the two exhibitions planned for the balance of the year, "Looking at Patronage," would be accompanied by a catalog and included in a feature article in **Orientations** magazine. The second exhibition, "Urban Archaeology: Chinatown," will be presented in conjunction with the Chinese Cultural Center and the Chinese Historical Society. American Express has pledged $10,000 for the installation.

Mr. Shangraw apprised the Commission about the progress of the 1990 Museum calendar and a joint publication venture with Abrams in 1991. Also being developed for 1991 which is the Museum's 25th anniversary year, is a promotional package consisting of a calendar and a wall calendar focusing on masterpieces and Buddhist masterpieces in the Museum, respectively.

Mr. Shangraw presented an update on the sale of the Ransom Cook collection of Chinese snuff bottles, advising that the San Francisco firm of Butterfield and Butterfield has been selected to conduct the auction on November 2. This firm will charge no auction fee, will handle the insurance, and will conduct a worldwide promotional campaign. The best bottles are to be previewed during the International Snuff Bottle meeting in Chicago a week before the sale. A reception and preview of the snuff bottles will be hosted by Butterfield's on October 26.

In answer to Mr. Gerstley's concern about the lack of a major exhibition for some time, Mr. Shangraw attributed this to various political situations as well as the requirement for large amounts of money and time to develop large scale exhibitions. Mr. Shangraw stated his expectation that the Yani exhibition would prove to be much more popular than originally anticipated due partially to the amount of publicity that has preceded the show. He also referred to the Indonesia exhibition which will be held in conjunction with the Fine Arts Museums and the 1991 Tibetan exhibition now in the final planning phase. In preparation for the Tibetan exhibition, specialists in areas of Tibetan religion, cultural history, Buddhist art history and a team of consultants were brought in, all being underwritten by the National Endowment for Humanities. The Dalai Lama will be present in October to announce the exhibition and it is hoped that the consultant team, the authors of the catalog, and the actor, Richard Gere, who originally proposed the show, will also be present. He reiterated that it takes at least three to five years to develop such important shows.

**Committee Reports**

a. **Connoisseurs Council** - It was noted that the Connoisseurs Council annual lunch is scheduled for September 16.

b. **Exhibitions Committee** - Mrs. Spiegel pointed out a meeting of the committee was planned for August 22 at which time a draft Exhibitions Policy would be considered.

c. **Marketing Committee** - Mr. Williams mentioned that the results of the recent survey would be ready by the next meeting. He noted as well that the planning process is underway and an outline for staff is under development.

e. **Nominating Committee** - Mrs. Spiegel advised that the Committee has met and will recommend the present slate of officers for renomination and Peter Drucker for appointment as Honorary Asian Art Commissioner.

f. **Public Programs Committee** - Mr. Faus reported that the Committee's meeting of last month was very productive. The Education Department's summer film series has averaged 225 persons per showing and is proving to be a very successful program. The staff, in cooperation with Xerox Corporation who has expended over $300,000 on the project to date, is working on an interactive computer program for the 1991 Tibetan exhibition. Special visual computerized programs are being designed which will be available in the galleries to allow visitors to select from the computer general and specific information about Tibetan art.

g. **Ad Hoc Preliminary Planning Committee** - Mr. Williams indicated that an application has been submitted to the Haas Foundation for support of a preliminary plan for the move to Civic Center. Work on the structure of the committee is continuing and there has been a formal joint meeting with the Library Committee resulting in important exchange of information. A list of things to look for when visiting museums is being formulated by staff and will be circulated to Commissioners and Trustees.

**Priorities Committee - Discussion**

The subject of a possible meeting of the Priorities Committee was brought up for discussion. Mrs. Lowe indicated that her understanding of the purpose of the committee was to discuss disbursement of funds, etc. Since the Budget Committee meets every quarter and also develops priorities for funding, she questioned the need for a formal Priorities Committee. Mr. Gerstley advised that the original purpose of the Priorities Committee was to resolve questions concerning the conflicting needs for funds, to look at the overall needs of the Museum and decide what should come first. He indicated his feeling that it would serve a useful purpose and that staff, Commission, and Foundation should all be represented.

Mr. Shelton felt that the Budget Committee was involved with short-term matters and suggested that perhaps the Executive Committee

should be charged with the role of the former Priorities Committee, especially where strategic planning is concerned. Other suggestions included combining the priorities committee and the long range planning committee, or having the Executive Committee assume responsibility for discussing priorities and long range planning at least once every year.

It was the sense of the Committee that the Executive Committee's role as it applies to priorities and long range planning functions needs to be redefined.

**Asian Art Museum Foundation Report** - Mrs. Wilbur was happy to announce that the response to the initial attempt to establish annual giving councils has resulted in twelve responses amounting to total donations to date of $63,451. She expressed her thanks to Hal Fischer, Libby Ingalls and Kat Egan for their efforts in making this possible. Mr. Gerstley congratulated Mrs. Wilbur on this achievement and the Executive Committee concurred.

**PUBLIC COMMENT:**

At this time, members of the public were invited to address the Executive Committee on items within the subject matter jurisdiction of the Asian Art Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

There was no public comment at this time.

**EXECUTIVE SESSION:**

The meeting convened into Executive Session to discuss a personnel matter and upon reconvening, the following resolution was approved unanimously:

**RESOLUTION C89-050**

**Appointment of Development Officer**

**WHEREAS,** The Asian Art Museum is without a development officer; and

**WHEREAS,** The services of Julia Hirsch of Boyden International, Inc. were engaged to assist in the search for a development officer; and

**WHEREAS,** Robert Lindquist has an enviable record of achievement in the field of development, currently serving as Associate Director of Development at Stanford University; and

**WHEREAS,** Mr. Lindquist has accepted the position of development officer for the Asian Art Museum, effective September 1, 1989, subject to the approval of the Commission and Foundation; now, therefore be it

**RESOLVED,** That the Asian Art Commission hereby approves, contingent on the Foundation's approval at its later meeting of this date, the appointment of Robert Lindquist as development officer of the Asian Art Museum of San Francisco.

**ADJOURNMENT:**

There being no further business to discuss, the meeting was adjourned at 12:45 A.M.

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**AGENDA**

**ASIAN ART COMMISSION**

**EXECUTIVE COMMITTEE MEETING**

**Tuesday, October 3, 1989 - 10:30 A.M.**

**Conference Room - Asian Art Museum**

There will be an opportunity for public testimony before action is taken on any agenda item.

1. Call to Order

2. Approval of Minutes of August 1, 1989 Commission Meeting

3. Chairman's Report

   a. Civic Center Plaza
   b. Wang Yani
   c. Other Informational Items

4. Director's Report

5. Report of Deputy Director, Administration

   a. Personnel Update
   b. Facilities Update
   c. Other Informational Items

6. Report of Deputy Director and Chief Curator

   a. Exhibitions Update
   b. Other Informational Items

7. Report of Deputy Director, Development

8. Committee Reports

   a. Acquisitions and Loans Committee

   b. Connoisseurs Council Committee

   c. Exhibitions Committee
      (1) Exhibition Funding Policy
      (2) Other Informational Items

   d. Marketing Committee

Agenda
Asian Art Commission
October 3, 1989

e. Nominating Committee
   (1) Anthony Sun Nominee for Asian Art Commission
   (2) Other Informational Items

f. Public Programs Committee

g. Ad Hoc Preliminary Planning Committee

h. Other Committee Reports as Needed

9. Priorities Committee - Discussion

10. Asian Art Museum Foundation Report - Judith F. Wilbur

11. Public Comment

At this time, members of the public are invited to address the Asian Art Commission on items within the subject matter jurisdiction of the Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

12. Adjournment

September 27, 1989

**ADDENDUM TO AGENDA**

**ASIAN ART COMMISSION**

**EXECUTIVE COMMITTEE MEETING**

**Tuesday, October 3, 1989 - 10:30 A.M.**

**Conference Room - Asian Art Museum**

The following item, Resolution C89-041, Revision A, will be presented for approval at the above meeting:

**RESOLUTION C89-041, REVISION A**

**Confirming Budget Policies**

**WHEREAS,** In recent years, policies and practices have evolved regarding the Museum budget which have not been memorialized in a document separate from the budget itself; and

**WHEREAS,** It would be useful to have these policies collected in a single action of the Commission; now, therefore, be it

**RESOLVED,** That the Asian Art Commission authorizes the Director, upon staff recommendation, to reallocate between **departments and** major expense categories, e.g., contractual services and materials and supplies, amounts which in total do not exceed $50,000, **details of which must be promptly furnished to the Controller**; and, be it

**FURTHER RESOLVED,** That in reallocating between major expense categories, the Director may not establish new, permanent positions for personnel; and be it

**FURTHER RESOLVED,** That on the recommendation of the Director, the Deputy Director, or the Controller, the Commission Executive Secretary is authorized to execute City documents requesting reallocation of City funds to the extent permitted by City regulations.

June 7, 1989
Revised October 3, 1989

ASIAN ART MUSEUM OF SAN FRANCISCO
THE AVERY BRUNDAGE COLLECTION
GOLDEN GATE PARK, SAN FRANCISCO, CALIFORNIA 94118-4598

September 27, 1989

**MEMORANDUM**

TO: Judy Teichman, Deputy Director

FROM: Sherin S. Cole, Operations Coordinator

SUBJECT: Facilities Report

Glass Doors

The contractor returned on Monday, September 25th to complete the installation of the glass doors. As construction goes unfortunately, now the side panels do not fit and the holes for the door handles are also incorrect. I should have information on a new completion date by the end of this week.

HVAC

There is a delay in the HVAC project while details of the asbestos abatement work program are being worked on. The Department of Public Health is requesting a Certified Industrial Hygienist review the work specifications and oversee the abatement portion of the project. The Department of Public Works is to keep me informed of progress.

Security System

The new card reading security system is installed and activated. Approximately 70 per cent of the badges have been distributed.

Exhaust Fume Hood

The contractor was on site this week and is proceeding with material orders, City submittals, etc.

Window Shades in Second Floor Offices

The window shades have been installed.

cable address: Asianart/telephone (415) 668-8921

Fire Extinguishers

The yearly service and inspection of the fire extinguishers were completed this week. Five water pressure extinguishers do not function and one fire hose is cracking and splitting. It also has a high pressure nozzle which should be replaced with an adjustable fog nozzle. These items are being processed through our Facilities Maintenance funds at DPW.

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# ASIAN ART COMMISSION

## Executive Committee Meeting Minutes

**Tuesday, October 3, 1989 - 10:30 A.M.**

**Conference Room - Asian Art Museum**

**PRESENT:**

Chairman Presiding: Mrs. Lewis Lowe
Secretary: Mrs. Hart H. Spiegel
Treasurer: Richard F. Shelton

Warren W. Faus
Carl D. Gustavson
James E. O'Brien
Mrs. Robert Seller
Mrs. Brayton Wilbur, Jr.

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**ABSENT:**

James M. Gerstley
Deepa Thomas
John F. Williams

**IN ATTENDANCE:**

Rand Castile, Director
Robert Lindquist, Deputy Director, Development
Clarence Shangraw, Deputy Director and Chief Curator
Margaret S. Lindsay, Executive Secretary

**CALL TO ORDER:**

The meeting of the Asian Art Commission's Executive Committee was called to order at 10:35 A.M. by Chairman Alice G. Lowe, a quorum being present.

**APPROVAL OF MINUTES:**

The minutes of the August 1, 1989 Executive Committee meeting, having been mailed to all present, were approved unanimously as written.

Asian Art Commission
Executive Committee
October 3, 1989

**CHAIRMAN'S REPORT:**

a. Mrs. Lowe reported briefly on discussions during a recent meeting of key Museum personnel, the City's Chief Administrative Officer and other interested parties on the subject of Civic Center Plaza. The discussions encompassed some of the City's concerns such as the repair and restoration of the Plaza; replacement of pedestrian access to and truck positioning for Brooks Hall; the new Fulton Street plaza; landscaping plan for the new library building and the Asian Art Museum; replacement and additional parking for the Marshall Square area; and replacement of the 45 Hyde Street property. Mrs. Lowe will keep the Commission advised on the subject.

b. Mrs. Lowe commented on the successful recent visit of Wang Yani to the Museum and thanked Mr. and Mrs. Richard Shelton for hosting a reception at their home for the young artist and Mrs. Wilbur for the use of her home in Carmel.

c. Reminders were given about the October 11 reception held in connection with the Patronage exhibition in honor of Museum patrons and of the October 8 picnic to be held in honor of Agnes Albert. The Agnes Albert event will be cosponsored by the Asian Art Museum, the San Francisco Symphony, the Conservatory of Music, and the Fine Arts Museums. A fund will be established in Mrs. Albert's name and will be administered by the San Francisco Foundation. The proceeds from the Fund will be awarded each year to one of the four organizations.

**DIRECTOR'S REPORT:**

Mr. Castile's report touched briefly on the following subjects:

. The Dalai Lama's press conference scheduled for October 10 at which he was to announce the Tibetan exhibition has been cancelled; however, a Commonwealth luncheon is on the schedule as is an evening dinner hosted by the American Himalayan Foundation.

. It is hoped that appropriate Museum representation will be present at the First Annual Governor's Awards for the Arts

Gala on November 2 at which Mrs. Phyllis Wattis and others will be honored. During the same trip, plans are for the group to visit various museums in the area.

- Barbara Kibbe and Mary Griffin have begun work on the preliminary plans for the Museum at Civic Center in their capacities as long-range planner and space planner, respectively.

- The Patronage exhibition is featured in the current issue of Orientations magazine. The feature focuses on many works of art from various contributors and articles written by the curators.

- Work is underway on the development of a strategy for securing leadership gifts from the Bay Area Korean populaltion in support of the Korean department, as well as for the building program.

**REPORT OF DEPUTY DIRECTOR, ADMINISTRATION:**

Since Ms. Teichman was absent, there was no verbal report; however, a written Facilities Update was included with the agenda packet.

A revision to Resolution C89-041, formerly approved at the June 7 Commission meeting, was presented for clarification purposes and was approved unanimously as follows:

**RESOLUTION C89-041, REVISION A**

**Confirming Budget Policies**

**WHEREAS,** In recent years, policies and practices have evolved regarding the Museum budget which have not been memorialized in a document separate from the budget itself; and

**WHEREAS,** It would be useful to have these policies collected in a single action of the Commission; now, therefore, be it

**RESOLVED,** That the Asian Art Commission authorizes the Director, upon staff recommendation, to reallocate between **departments and** major expense categories, e.g., contractual

services and materials and supplies, amounts which in total do not exceed $50,000; **details of which must be promptly furnished to the Controller** and, be it

**FURTHER RESOLVED,** That in reallocating between major expense categories, the Director may not establish new, permanent positions for personnel; and be it

**FURTHER RESOLVED,** That on the recommendation of the Director, the Deputy Director, or the Controller, the Commission Executive Secretary is authorized to execute City documents requesting reallocation of City funds to the extent permitted by City regulations.

**REPORT OF DEPUTY DIRECTOR AND CHIEF CURATOR:**

Mr. Shangraw reported that through the generosity of the members of the Connoisseurs Council, the collection has grown by ten objects which include major pieces from Tibet, China, Korea, India and Burma.

The reinstallation of the India galleries has been delayed but completion by December is anticipated. The Patronage exhibition has been installed and is being well-received by the public. The next special exhibition, Urban Archaeology, will open in December.

Mr. Shangraw spoke of the two Museum publications accomplished this year, Looking at Patronage Catalogue and the 1990 Calendar, remarking that the Catalogue represents the talent and skills of the Curators and has received very many compliments to date.

**REPORT OF DEPUTY DIRECTOR, DEVELOPMENT:**

Mr. Lindquist advised of his department's plans to develop a fund-raising strategy to include an annual giving program, a building campaign and other solicitations. Immediate plans involve a fall mail appeal to the 45,000 members of The Museum Society; another version of the limited letter sent to 180 people in June; and an appeal to approximately forty-five corporations who have made annual gifts in the past.

He advised that during his visit to the Museum, John Kreiter of the San Francisco Foundation was very supportive of our proposal for $175,000 for Barbara Kibbe's planning process and $50,000 in support of a fund-raising feasibility study. A proposal will be submitted to the Osher Foundation for $350,000 for a revolving exhibitions fund and $150,000 for the planning process for the new Museum.

He advised of the unsuccessful outcome of the Haas Fund proposal for expenses involved in the preliminary planning process for the new building, but indicated that a further proposal will be submitted in December. Among the reasons for their refusal, the Haas Fund mentioned that it wanted to know of other sources of support including support from the Museum's own Commissioners and Trustees. This rejection signifies that 100% personal participation of Trustees and Commissioners is crucial to the success of future proposals for this purpose. Accordingly, a letter has been forwarded to Trustees and Commissioners requesting their contributions toward the anticipated $2.4 million in one-time costs required to get the building process underway.

During a brief discussion on the subject of a corporate giving program, it was noted that this would be a significant segment of the fund-raising strategy scheduled for completion by January.

Mr. Lindquist touched briefly on plans to enlarge the Foundation and recent activities of the Nominating Committee toward that end. He is also working on securing funding for a return visit by Wang Yani.

**Committee Reports**

a. **Connoisseurs Council** - It was noted that a recent program was held at the home of Dr. and Mrs. Marvin Gordon, Mrs. Gordon being a member of the planning committee. Trips to the East Coast in conjunction with the major auctions in November and to China in the spring are planned.

b. **Exhibitions Committee** - Mrs. Spiegel advised that the Committee will meet October 11 at which time a revised draft of an Exhibition Funding Policy would be on the agenda.

c. **Nominating Committee** - Mrs. Spiegel advised that the Committee has decided to recommend Mr. Anthony Sun as a prospective Commissioner and will invite him to the Commission luncheon in November. Mr. Sun's nomination will be voted upon at the full Commission meeting November 7.

d. **Public Programs Committee** - Mr. Faus reported that the electronic sketchbook program supported by the Xerox Corporation should be ready for public testing by the end of October.

Mrs. Lowe commented on the spectacular success of the recent performances at the Museum by the West Javanese group of dancers and puppets. She thanked the Director for hosting aa reception for the performers at his home.

e. **Ad Hoc Preliminary Planning Committee** - In Mr. Williams' absence, Mrs. Lowe reiterated that Barbara Kibbe has been engaged as long range planning consultant and at the present time she is compiling information about the Museum and interviewing various people. It is anticipated that she will complete this phase and will make recommendations and propose a time line at the October 24 meeting. Interviews of architectural consultants are taking place with Bill Lacey scheduled later in the month.

The group then discussed briefly a recent letter from City Chief Administrator Rudolf Nothenberg concerning the move of the Museum to Civic Center and it was decided that the response to the letter will be on hold until the return of the Deputy Director, Administration.

**Priorities Committee - Discussion**

There was general discussion concerning the continuing need for a Priorities Committee. Mr. O'Brien commented that since its establishment, the Priorities Committee has met only three times--in 1983, 1985 and 1986. The Committee reestablished the mission of the Museum from time to time and settled some differences of opinion about the way in which available funds should be expended.

It was felt that the existence of a combined budget should allow most of the issues to be settled in the normal course of operations at the time the budgets are established and approved, although questions may occasionally arise as to whether some particular activity should be funded by the Foundation; it was felt that these differences could be settled by the Executive Committee.

Therefore, it was the consensus of the group that the function of setting priorities should be the role of the Executive Committee, provided there is adequate representation of both the Commission and the Foundation on that Committee. No official action was taken pending a meeting on the subject which is scheduled for October 24.

**Asian Art Museum Foundation Report** - Mrs. Wilbur reported that a $100,000 grant to Endowment, payable over three years, has been received from the Columbia Foundation.

Concern was voiced about the necessity of a long-term financial strategic plan for funding the move to Civic Center and that perhaps the Executive Committee should meet more often to discuss this priority. It was stated that eventually, there will be a finance committee for the building; a contracting committee; and a fund-raising committee; however, the importance of sorting these things out in a timely manner was emphasized.

The possibility of gaining support from international Pacific Rim countries was discussed briefly.

Mrs. Wilbur described the progress of the plans for the yearly Odyssey event which is scheduled for March 6, 1990 and which will focus on martial arts. She thanked Mr. Parker for his assistance in making available the de Young temporary exhibition space for a sitdown dinner.

**PUBLIC COMMENT:**

At this time, members of the public were invited to address the Executive Committee on items within the subject matter jurisdiction of the Asian Art Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

There was no public comment at this time.

**ADJOURNMENT:**

There being no further business to discuss, the meeting was adjourned at 12:05 P.M.

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**ADDENDUM TO AGENDA**

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**ASIAN ART COMMISSION**

**EXECUTIVE COMMITTEE MEETING**

**December 5, 1989 - 10:30 A.M.**

**Conference Room - Asian Art Museum**

The following item will be added to the agenda of the Executive Committee Meeting:

Resolution C89-087 - Approval of Budget for "Women, Auspicious and Divine - Imagery of Southeast Asia and India" Exhibition

**ASIAN ART COMMISSION**

**RESOLUTION C89-087**

**Approval of Budget for "Women, Auspicious and Divine - Imagery of Southeast Asia and India" Exhibition**

**RESOLVED,** That the Asian Art Commission hereby approves the following budget for the "Women, Auspicious and Divine - Imagery of Southeast Asia and India" Exhibition which is scheduled for March 21 through September 16, 1990:

| | | |
|---|---|---|
| Installation | $12,000 | NEA (Pending) |
| Lecture Series | 3,000 | NEA (Pending) |
| Dance Series | 3,000 | CAC (Confirmed) |
| Brochure | 9,000 | Wattis (Balance of 88/89 Funds) |
| Total Exhibition Costs | $27,000 | |

December 5, 1989

**AGENDA**

**ASIAN ART COMMISSION**

**EXECUTIVE COMMITTEE MEETING**

**Tuesday, December 5, 1989 - 10:30 P.M.**

**Conference Room - Asian Art Museum**

There will be an opportunity for public testimony before action is taken on any agenda item.

1. Call to Order

2. Approval of Minutes of October 3, 1989 Executive Committee Meeting

3. Chairman's Report

   a. Director's Sale of Art - Informational Item
   b. Staff Christmas Party - December 11, 1989
   c. Other Informational Items

4. Director's Report - Informational Items

5. Report of Deputy Director, Administration

   a. Resolution C89-080 - Adoption of City and County of San Francisco's Policy on Language Diversity
   b. Personnel Update
   c. Facilities Report
   d. Financial Report and Request for Budget Reallocations
   e. Other Informational Items

6. Report of Deputy Director and Chief Curator

   a. Exhibitions Update
   b. Other Informational Items

7. Report of Deputy Director, Development

   a. Development Update
   b. Other Informational Items

8. Committee Reports

   a. Acquisitions and Loans Committee

      (1) Resolution C89-081 - Objects Recommended for Acquisition Subject to Availability of Funding

Agenda
Asian Art Commission
Executive Committee
December 5, 1989

(2) Resolution C89-082 - Gifts Offered for Acquisition (Mr. and Mrs. James Connell)
(3) Resolution C89-083 - Object Approved for Purchase with Proposed Funding
(4) Resolution C89-084 - Loan #89.10 - Krannert Art Museum
(5) Resolution C89-085 - Loan #89.12 - The China Institute

b. Connoisseurs Council
c. Exhibitions Committee
d. Marketing Committee
e. Nominating Committee
f. Public Programs Committee
g. Ad Hoc Planning Committee - Resolution C89-086 - Adoption of Planning Document
h. Priorities Committee
i. Other committee reports as needed

9. Asian Art Museum Foundation Report - Mrs. Brayton Wilbur, Jr.

10. Public Comment - At this time, members of the public may address the Commission on items that are within the subject matter jurisdiction of the Asian Art Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

11. Adjournment

Attachments (Resolutions)

**ASIAN ART COMMISSION**

**RESOLUTION C89-080**

**Adoption of City and County of San Francisco's Policy on Language Diversity**

**WHEREAS,** The Civil Service Commission, at its meeting of November 6, 1989, adopted the attached Policy on Language Diversity for citywide application; and

**WHEREAS,** The policy affirms that employees have a right to speak their primary language in the workplace and that departments may not establish any rules which abridge that right unless such rules are the result of a business necessity which comports with the standards established by the United States Equal Employment Opportunity Commission; and

**WHEREAS,** The policy requires that departments adopt this or a similar policy within sixty days; now, therefore, be it

**RESOLVED,** That the Asian Art Commission hereby adopts the attached City and County of San Francisco's Policy on Language Diversity.

Attachment

December 5, 1989

# CITY AND COUNTY OF SAN FRANCISCO

# POLICY ON LANGUAGE DIVERSITY

## PURPOSE STATEMENT

The San Francisco Civil Service Commission finds that the cultural and racial composition of the City's citizens and of its workforce has changed. Therefore, it is desireable to promulgate a policy which fosters acceptance and prevents intergroup tensions as related to the use of languages other than English in the provision of public services and the employment of individuals whose primary language is not English.

The San Francisco Civil Service Commission reaffirms its equal employment opportunity policy that ensures the employment of an ethnically and culturally diverse workforce wherein individuals shall enjoy equal application of the terms and conditions of employment, including the right to speak their primary language.

The Commission recognizes that a workforce that speaks languages other than English enhances the services provided to the City's culturally diverse public by providing efficient and accessible public services to its non-English speaking communities.

All employees of the City and County of San Francisco are advised that an employee's use of a language other than English is not only an asset in the provision of public services but, with few exceptions, is a legally protected right.

## LEGAL REQUIREMENTS

The policy of the Civil Service Commission is in compliance with federal guidelines of the U.S. Equal Employment Opportunity Commission which state that prohibiting employees from speaking their native language in the workplace may result in unlawful national origin discrimination under Title VII of the Civil Rights Act.

A rule which requires employees to speak only English at all times may violate Title VII as a burdensome term and condition of employment since the primary language of an employee is often an essential national origin characteristic. A department may only have a rule requiring that employees speak only English at certain times where an employer:

1. can show that the rule is justified by business necessity;

2. notifies their employees of the speak-only-English rule and of the general circumstances when speaking only English is required;

3. and notifies employees of the consequences of violating the rule.

There are few circumstances under which a policy will meet the "business necessity" test. Justifications such as "Supervisors can't understand what employees are saying," "English speaking employees suspect that non-English speaking employees are talking about them," and "The policy will enhance public image," are not sufficient to meet the business necessity requirement.

## DUAL RESPONSIBILITY

Supervisors and line employees have a shared responsibility for maintaining a work environment that is comfortable and productive for everyone. Where co-workers or clients express concerns about employees speaking in a language other than English, supervisors should work toward informally resolving these interpersonal difficulties in a constructive and sensitive manner.

In order to assure effective communication during emergencies and constructive discussion of assignments, work performance and work rules; supervisors and employees should expect that any direct communications be conducted in a commonly understood language.

## POLICY IMPLEMENTATION

The Civil Service Commission designates its Equal Employment Opportunity Unit (CSC EEO) as its agent in administering the guidelines and provisions of this policy. The CSC EEO Unit is further designated as the resource from which departments, employees and/or applicants for employment may obtain assistance on matters addressed in the policy.

In assuring uniform application of this policy; departments, agencies, boards and commissions of the City and County of San Francisco shall be required to:

1. Adopt this or a similiar policy and forward confirmation and copies of such to the CSC EEO Unit within sixty (60) calendar days of the date of the issuance of this policy;

2. Consult with and obtain the express approval of the CSC:EEO Unit prior to the implementation of any specific department language policy to assure that it conforms with the requirements of federal, state and local guidelines.

Employees and applicants for employment with the City and County of San Francisco who believe that any departmental language policy discriminates in the terms and/or conditions of their employment may file a complaint with the CSC EEO Unit under the provisions of CSC Rule 1.03F. Employees may also file such charges with the California State Department of Fair Employment and Housing or the United States Equal Employment Opportunity Commission. Instructions on how to file such a complaint are available from the CSC EEO Unit in Room 151, City Hall or by calling 554-4736.

## DISTRIBUTION OF POLICY

Appointing Officers and/or Department Heads are responsible for assuring that all employees are aware of this policy. In addition to distributing this policy to all employees, Departments are required to post it at all times in a conspicious manner on Departmental or employee bulletin boards. Further, this policy is to be included in the Department's new employee orientation.

8759C

TO : Judith L. Teichman
Deputy Director, Administration

FROM : Mori Noguchi
Acting Personnel Officer

SUBJECT: Personnel Update

DATE : November 27, 1989

REGISTRATION

Qualified applicants were invited to an interview on 11/8/89. A panel of four reviewers recommended that Dawn Morton be appointed as the Associate Registrar on a permanent basis. This recommendation was approved by the Deputy Director, Administration and a memo was directed to the payroll department to take appropriate action to implement the recommendation effective with 11/16/89, the start of following the pay period.

CONSERVATION

The Civil Service Examination Division completed the review of applications they received for the 3518 Associate Conservator vacancy and an eligible list with three names was established. Appointments can be made after the list is formally approved by the Civil Service Commission at their next meeting scheduled for December 4.

ADMINISTRATION

Planning Assistant - Interviews will be held during the last week of November for the first group of qualified Planning Assistant applicants. The selection process should be completed by December 15, 1989.

Secretary II - Resumes have been solicited and so far 36 have been received from those interested in the Secretary II position. We plan to hold these interviews during the second week of December so that a permanent appointment can be made by the first of the year. Reiko Kimura, a temporary secretary has been filling the position and will remain until the examination process is completed.

Personnel Officer - Notices have been posted, an advertisement placed in the Examiner, and phone calls were made to solicit resumes from applicants for the part-time Personnel Officer position. Several resumes have been received so far and interviews will be conducted shortly after January 1. Mori Noguchi is temporarily filling in until a permanent person is selected.

ADMINISTRATION (continued)

Receptionist - John Maras, permanent civil service Senior Clerk Typist suddenly resigned from his position on November 13. Temporarily we have Reisa Elmore filling in by handling the switchboard duties. I feel this is a good opportunity to analyze the duties and functions of the entire clerical support staff as a unit. The results of this study may well lead to a better organized unit designed to serve the administrative staff more efficiently.

ACCOUNTING - Position classification questionnaires have been distributed to the staff. Upon completion of this study, position descriptions will be developed and we will get a better handle on the functions performed by each individual and how they interact with each other. Using the new position descriptions, a valid evaluation system can and will be implemented.

ASIAN ART MUSEUM OF SAN FRANCISCO
THE AVERY BRUNDAGE COLLECTION
GOLDEN GATE PARK, SAN FRANCISCO, CALIFORNIA 94118-4598

November 28, 1989

**MEMORANDUM**

TO: Judy Teichman, Deputy Director

FROM: Sherin S. Cole, Operations Coordinator

SUBJECT: Facilities Report

PIGEONS

As you are aware, we have been invaded by pigeons nesting on the facade of our building. They are defecating on the building and are ruining the paint and appearance of the facade. I have done extensive research on several products and devices to rid the building of these pigeons. My research has revealed that the one sure-fire way of ridding us of our problem is entrapment. I have met with a local company, Pigeon Control, who assure me the entrapment does not harm the pigeons (food and water are provided for them, which is actually the enticement to the cage), and the pigeons are relocated in another state to assure no returns. The monthly fee for the pigeon control service is $600 per month. This year's budget does not include provision for these services; therefore, I am asking for guidance on how we might accomplish ridding ourselves of this unsightly and unhealthy problem.

GLASS DOORS

The contractor has rescheduled final installation of the glass doors to Monday, December 4th. The previous schedule has to altered due to the glass shipment arriving broken.

HVAC

A joint meeting of all parties concerned is to be scheduled for next week to evaluate process and confirm the project is to proceed as planned.

cable address: Asianart/telephone (415) 668-8921

SECURITY SYSTEM

The battery powered backup system is scheduled to be installed on Wednesday, November 29th.

EXHAUST FUME HOOD

The contractor is scheduled on-site on Monday, December 11th to proceed with the project. Completion of both the Conservation Lab and the Photography Lab should take approximately 2 to 3 weeks.

EARTHQUAKE DAMAGES

The contractor has completed all the immediate emergency repair needs, such as anchoring file cabinets, reattaching light fixtures, etc. Other earthquake related damage items such as sealing floor cracks are to be completed shortly.

MISCELLANEOUS PROJECTS

Department of Public Works has been contacted to complete various repair projects, such as painting offices and sanding and refinishing the Trustee's Auditorium floor. Completion of the these projects should take place in the near future.

**ASIAN ART COMMISSION**

**RESOLUTION C89-081**

**Objects Recommended for Acquisition**
**Subject to the Availability of Funding**

**WHEREAS,** The Asian Art Museum has been offered a collection of Japanese art consisting of twenty-seven (27) objects from the Harry G. C. Packard Collection Charitable Trust; and

**WHEREAS,** The objects have been extensively researched by the Curators and have been found to be of outstanding quality; and

**WHEREAS,** Two outside experts independently evaluated the collection to assess its art historic and museum quality and these two experts have pronounced this to be the last possible opportunity to purchase such a collection from a private source; and

**WHEREAS,** An outside appraiser has assessed the market value of the collection; and

**WHEREAS,** The Harry G. C. Packard Collection Charitable Trust has offered the Museum this collection at less than one-half of the insured value; and

**WHEREAS,** After commitment to this acquisition by the Committee, the Museum has agreed to pay for collection by August 31, 1991; and

**WHEREAS,** The Head Conservator has examined the objects and finds them to be in very good condition; and

**WHEREAS,** The Director and Chief Curator recommend approval of the purchase of this collection, and

**WHEREAS,** The Acquisitions and Loans Committee at its meeting of November 28, 1989 recommended that the Asian Art Commission approve the purchase of this collection of Japanese art, pending successful funding, now, therefore, be it

**RESOLVED,** That the Asian Art Commission hereby approves the purchase of the following objects pending successful funding:

R1988.34.1a,b Flowering Plants and Fruits of the
Four Season (P.#25)
Pair of Six-fold Screens
Watanabe Shiko (1683-1755)
Edo period

| | |
|---|---|
| R1988.34.2 | Monju (Manjusuri) (P.#1)<br>Hanging Scroll; Ink on Paper<br>Heian period, late 12th Century |
| R1988.34.3 | Eleven-headed Kannon and Landscape (P.#2)<br>(with original painted mounting)<br>Hanging Scroll; ink and colors on silk<br>Late Kamakura period, 14th Century |
| R1988.34.4 | Gozanze Myoo (P.#3)<br>Hanging Scroll; ink and colors on silk<br>Kamakura period, 14th Century |
| R1988.34.5 | Appearance of Kasuga Myojin (P.#4)<br>Hanging Scroll; ink and colors on silk<br>Late Kamakura period, 14th Century |
| R1988.34.6 | Five Buddhist Avatars of Kasuga Gods<br>Descending over the Kasuga Shrine (P.#5)<br>Hanging Scroll; ink and colors on silk<br>Muromachi period, 15th Century |
| R1988.34.7 | Bugaku Dancers (P.#6)<br>Handscroll; ink and colors on paper<br>Murmachi period, dated 1408 (15th year<br>of Oei) Inscription: "Secret scroll was<br>copied on November 8, 1408"<br>Signature of Lord Yamashina Norikoto<br>(11 figures) |
| R1988.34.8 | Portrait of Toyotomi Hideyoshi (P.#7)<br>Hanging scroll; ink and colors on silk<br>Inscription by Seisho Shotai<br>Painted at the request of Seyakuin Zenso<br>Momoyama period, dated 1599 |
| R1988.34.9a,b | Monkeys Playing on Oak Branches (P.#8)<br>Two hanging scrolls; ink and colors on paper<br>Unknown Tosa school artist<br>Momoyama period, on the basis of style,<br>datable to between 1590 and 1600 |
| R1988.34.10 | Landscape in <u>Haboku</u> style (P.#9)<br>Soga Sojo<br>Hanging scroll; ink on paper<br>Seal: "Sojo"; inscription by Keijo Shurin |

| | |
|---|---|
| | Muromachi period, first quarter of 16th Century |
| R1988.34.11 | Calligraphy of Poems from the Shin-Kokin Wakashu anthology (16 poems) (P.#10)<br>Calligraphy by Hon'ami Koetsu (1558-1637)<br>Handscroll; ink on paper of four colors decorated with woodblock print of 10 designs of maples, mountains, pines, cranes, and plums<br>Seal: "Koetsu" - Edo period, early 17th Century |
| R1988.34.12a,b | A Bird House and Scenes from the Tale of Genji (P.#11)<br>Pair of six-panel screens; ink, colors colors and gold on paper<br>Unknown Tosa school artist<br>Edo period, early 17th Century |
| R1988.34.13a,b | Landscape (P.#12)<br>Noro Kaiseki (1747-1828)<br>Pair of six-panel screens; ink and colors on gold<br>Edo period, dated 1812 (9th year of Bunka) |
| R1988.34.14a,b | Spring and Autumn Landscape (P.#13)<br>Okada Hanko (1782-1846)<br>Pair of six-panel screens; ink and colors on paper<br>Edo period, dated 1837 |
| R1988.34.15 | Birds and Flowers (P.#14)<br>Yamamoto Baiitsu (1783-1856)<br>Six-panel screen; ink and colors on paper<br>Edo period, dated 1843 |
| R1988.34.16 | Landscape with Pavillion (P.#15)<br>Aoki Shukuya (? - 1802)<br>Two-panel screen; ink and colors on gold<br>Edo period, dated 1802 |
| R1988.34.17 | Votive Plaque with Figure of Sho Kannon (Kakebotoke) (P.#16)<br>Wood with colors<br>Heian period, 11th Century |
| R1988.34.18 | Phoenix (from canopy of a Buddhist altar) (P.#17) |

| | |
|---|---|
| | Wood with colors<br>Heian period, late 11th or early 12th Century |
| R1988.34.19 | Buddhist Religious Mask of Guardian Figure (P.#18<br>Wood<br>Heian period, 12th Century |
| R1988.34.20 | Zao Gongen (P.#19)<br>Wood with colors and inlaid stones<br>Heian period, early 12th Century |
| R1988.34.21 | Standing Amida (P.#20)<br>Bronze with traces of gilt<br>Kamakura period |
| R1988.34.22 | King of Hell (Emma) (P.#21)<br>Bronze<br>Kamakura period, 14th Century |
| R1988.34.23 | Standing Amida (P.#22)<br>Cast iron<br>Kamakura period, 13th Century |
| R1988.34.24 | Seated Bodhisattva (P.#23)<br>Bronze<br>Kamakura period, late 13th or early 14th Century |
| R1988.34.25 | Sutra Container (P.#24)<br>Bronze with traces of gilt<br>Heian period |
| R1988.34.26 | Morning Glories (incense wrapper) (P.#26)<br>Hanging scroll; ink, colors and gold on silk<br>Ogata Korin (1658-1716)<br>Edo period |
| R1988.34.27 | Landscape (P.#27)<br>Yosa Buson (1716-1783)<br>Hanging scroll; ink and colors on silk<br>Edo period |

**ASIAN ART COMMISSION**

**RESOLUTION C89-082**

**Authorization to Enter into Agreement:**
**Connell Collection of Thai Ceramics**

**WHEREAS,** Mr. and Mrs. James Connell have offered to donate their collection of Thai ceramics to the Asian Art Museum over a period of three years; and

**WHEREAS,** The Connells request that the Museum agree to the following:

1. To complete a study of the entire collection and to prepare a catalogue of the collection before the end of 1993 which will be a definitive treatise on the subject of Thai ceramics from the Neolithic period up to and including the Ayudhya period;

2. To install an introductory exhibition on or before December 1990 and an exhibition of the entire collection in connection with the publication of the catalogue, at all times displaying key pieces on a rotation basis;

3. To obtain the approval of the Connells prior to disposing of any object in the collection during their lifetime; and

**WHEREAS,** The Acquisitions and Loans Committee at its meeting of November 28, 1989 recommended that the Commission authorize the Director to enter into an agreement of the terms specified and to accept the objects as given as covered by the agreement, now, therefore, be it

**RESOLVED,** That the Asian Art Commission does hereby authorize the Director to enter into the above agreement and to accept the objects as covered by the agreement.

December 5, 1989

**ASIAN ART COMMISSION**

**RESOLUTION C89-083**

**Authorization to Enter into Agreement:**
**Chinese Painting "River Pavilion, Mountain Colours"**

**WHEREAS,** The Acquisitions and Loans Committee approved the acquisition of a highly important Chinese painting, "River Pavilion, Mountain Colours," by Ni Zan, at its meeting of February 3, 1988; and

**WHEREAS,** The Tang Family and Foundation have offered to purchase the painting as a promised gift and place it on loan to the Museum for a period of not more than ten years, before or after which it will be given to the Museum, subject to the following conditions:

1. The Museum shall commit to determine if any restoration of the painting is required and to be responsible for any restoration or conservation;

2. The Museum shall insure the painting for an amount not less than $1,400,000;

3. The Museum shall create and name a gallery in both present and future locations, "The P. Y. and Kin May W. Tang Painting Gallery" to be used only for exhibitions of Chinese Art; and

**WHEREAS,** The Tang Family and Foundation are desirous of establishing an appropriate memorial to Ping Yuan and Kin May Wen Tang, and to ensure that the Museum becomes the home of a significant collection of Chinese paintings and calligraphy; and

**WHEREAS,** The Tang Family and Foundation have contributed generously of financial resources in the past to the Asian Art Museum; and

**WHEREAS,** The Acquisitions and Loans Committee, at its meeting of November 28, 1989, recommended that the Asian Art Commission authorize the Director to sign the agreement and to accept the loan and subsequent gift to the Museum under the conditions set forth in this agreement; now, therefore, be it

**RESOLVED,** That the Asian Art Commission does hereby authorize the Director to sign the above described agreement and to accept the loan and subsequent gift to the Museum of the above described Chinese painting under the conditions set forth in the agreement.

December 5, 1989

**ASIAN ART COMMISSION**

**RESOLUTION C89-084**

**Approval of Loan #89-10**
**Krannert Art Museum**

**WHEREAS,** The Krannert Art Museum at the University of Illinois at Urbana-Champaign has requested to borrow eight jades, two bronzes, and one ceramic (see attached) from the Asian Art Museum for an exhibition entitled, "Sacred Mountains in Chinese Art;" and

**WHEREAS,** Their original request included many objects too fragile or of too high value to travel and these objects were eliminated after discussion among the Curator, Conservator, Chief Curator and Director; and

**WHEREAS,** The Curator-in-Charge and Head Conservator have determined that the remaining objects can travel safely; and

**WHEREAS,** The Director and Chief Curator recommend this loan; and

**WHEREAS,** The Acquisitions and Loans Committee, at its meeting of November 28, 1989, recommended approval of this loan; now, therefore, be it

**RESOLVED,** That the Asian Art Commission does hereby approve the loan to the Krannert Art Museum at the University of Illinois at Urbana-Champaign of the objects listed on the attached.

Attachment

December 5, 1989

OUTGOING LOAN

Date on Report: 11/15/89
Page: 1

Number: 89.10
Title: SACRED MOUNTAINS IN CHINESE ART
Borrower: KRANNERT ART MUSEUM — CATHLEEN JONES — REGISTRAR
UNIVERSITY OF ILLINOIS — 217-333-1860
500 EAST PEABODY DRIVE
CHAMPAIGN IL 61820 — SARAH HANDLER — CURATOR

| Venue# | Institution | Opendate | Closdate |
|---|---|---|---|
| 1 | KRANNERT ART MUSEUM | 10/15/90 | 12/20/90 |
| 2 | METROPOLITAN MUSEUM | | |

| Accession # | Description | Insurance Value |
|---|---|---|
| ~~60J457~~ | ~~CARVED GREEN JADE TABLE SCREEN~~ | |
| 60J474 | GREY AND BLACK JADE MOUNTAIN | |
| 60J265 | CARVED MOUNTAIN SCENE. GRAY & BLACK | |
| 60B16 | BRONZE PO-SHAN CENSOR, HAN | |
| 60P131 | BRONZE PO-SHAN CENSOR, HAN | |
| 60J665 | JADE DRAGON PENDANT, CA. 3RD CENT. BC | |
| 60J675 | JADE DRAGON PENDANT,CA. 3RD CENT. BC | |
| ~~60J344~~ | ~~FINIAL IN THE SHAPE OF A BIRD, 2-6TH AD~~ | |
| ~~60J368~~ | ~~JADE RABBIT, 6TH-10TH C. AD~~ | |
| 65J2 | BEAR SHAPED SUPPORT, E. HAN - E. JIN | |
| 60P236 | HILL JAR, HAN DYANSTY | |

Insurance Total:

**ASIAN ART COMMISSION**

**RESOLUTION C89-085**

**Approval of Loan #89-12**
**The China Institute**

**WHEREAS,** The China Institute has requested to borrow six glass objects (see attached) from the Asian Art Museum for an exhibition at the China House Gallery entitled, "Later Chinese Glass from American Museums and Private Collections"; and

**WHEREAS,** The original request included one object that was too fragile to travel and this object was eliminated after discussion among the Curator, Conservator and Director; and

**WHEREAS,** The Curator-in-Charge and Head Conservator have determined that the remaining objects can travel safely; and

**WHEREAS,** The Director and Chief Curator recommend this loan; and

**WHEREAS,** The Acquisitions and Loans Committee, at its meeting of November 28, 1989, recommended approval of this loan; now, therefore, be it

**RESOLVED,** That the Asian Art Commission does hereby approve the loan to The China Institute of the objects listed on the attached.

Attachment

December 5, 1989

OUTGOING LOAN

Date of Report: 11/15/89
Page: 1

Number: 89.12
Title: LATER CHINESE GLASS FROM AMERICAN MUSEUM AND PRIVATE COLLECTIONS
Borrower: CHINA INSTITUTE JANET BAILER DIRECTOR
125 EAST 65TH STREET 212-744-8181

NEW YORK NY 10021

| Venue# | Institution | Opendate | Closdate |
|---|---|---|---|
| 1 | CHINA HOUSE GALLERY | 04/19/90 | 06/17/90 |

| Accession # | Description | Insurance Value |
|---|---|---|
| 1988.24 | TURQUOISE FOLIATE DISH, 14TH CENTURY | |
| 62M64 | CRIZZLED BLUE FOLIATE DISH, KANGXI PER. | |
| 87M7 | BLUE BOWL W/ INCISED DECOR., YONGZHENG | |
| 1983.44 | YELLOW TIBETAN TEA BOWL, QIANLONG MARK | |
| 85M5.1 | YELLOW FLUTED VASE, QIANLONG MARK | |
| 72M43 | SNUFF BOTTLE, GLASS IMITATING REALGAR | |

Insurance Total:

**ASIAN ART COMMISSION**

**RESOLUTION C89-086**

**Adoption of Planning Document**

**WHEREAS,** The Asian Art Commission is committed to moving the Asian Art Museum of San Francisco to a new and larger home in the existing Main Public Library Building in the Civic Center; and

**WHEREAS,** The Ad Hoc Preliminary Planning Committee and the staff of the Asian have identified the major phases leading up to construction of the new home in a document entitled, "Planning for the Asian Art Museum of San Francisco at the Civic Center," dated for convenience, November 1, 1989 ["Planning Document"]; and

**WHEREAS,** Drafts of the Planning Document have been discussed at meetings involving a variety of Commissioners, Foundation Trustees and other members of committees which support the Asian; and

**WHEREAS,** The Ad Hoc Preliminary Planning Committee at its meeting of November 28, 1989 voted unanimously to endorse the proposal for the planning process contained in the Planning Document; now, therefore, be it

**RESOLVED,** That the Executive Committee of the Commission approves adoption of the plan described in the Planning Document, including the budget contained therein, and authorizes staff to proceed with the plan as funds become available for that purpose; and be it

**FURTHER RESOLVED,** That the Executive Committee recommends that the Director meet on a regular and frequent schedule with the Chair of the Commission, the Chair of the Ad Hoc Preliminary Planning Committee, the Chair of the Foundation and such others as needed to keep them fully informed of the status of the planning process.

December 5, 1989

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DOCUMENTS DEPT.
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SAN FRANCISCO
PUBLIC LIBRARY

**ASIAN ART COMMISSION**

**Executive Committee Meeting**

**Tuesday, December 5, 1989 - 10:30 A.M.**

**Conference Room - Asian Art Museum**

**PRESENT:**

| | |
|---|---|
| Chairman Presiding: | Mrs. Lewis Lowe |
| Vice Chairmen: | James M. Gerstley |
| | John F. Williams |
| Secretary: | Mrs. Hart H. Spiegel |
| Treasurer: | Richard F. Shelton |

Warren W. Faus
Carl D. Gustavson
Mrs. Robert Seller

**ABSENT:**

Deepa Thomas
Mrs. Brayton Wilbur, Jr.

**IN ATTENDANCE:**

Terese Bartholomew, Curator of Indian Art
Patricia Berger, Curator of Chinese Art
Mary Griffin, Space Planner
Nancy Hock, Curator of Southeastern Art
Barbara Kibbe, Long-Range Planner
Kumja Kim, Curator of Korean Art
Robert M. Lindquist, Deputy Director, Development
Judith L. Teichman, Deputy Director, Administration
William Wahrhaftig, Volunteer
Margaret S. Lindsay, Executive Secretary

**CALL TO ORDER:**

The meeting of the Asian Art Commission's Executive Committee was called to order at 10:35 A.M. by Chairman Alice G. Lowe, a quorum being present.

**APPROVAL OF MINUTES:**

The minutes of the October 3, 1989 Executive Committee meeting, having been mailed to all present, were approved unanimously as written.

Asian Art Commission
Executive Committee
December 5, 1989

**RESOLUTION C89-086 - ADOPTION OF PLANNING DOCUMENT:**

John Williams, Chairman of the Ad Hoc Preliminary Planning Committee, introduced a Planning Document for the Commission's consideration. Ms. Teichman then delineated in detail the various phases encompassed by the Planning Document and the accompanying Expenditure Schedule. After a full discussion of the particulars, the following resolution was approved unanimously:

**RESOLUTION C89-086**

**Adoption of Planning Document**

**WHEREAS,** The Asian Art Commission is committed to moving the Asian Art Museum of San Francisco to a new and larger home in the existing Main Public Library Building in the Civic Center; and

**WHEREAS,** The Ad Hoc Preliminary Planning Committee and the staff of the Asian have identified the major phases leading up to construction of the new home in a document entitled, "Planning for the Asian Art Museum of San Francisco at the Civic Center," dated for convenience, December, 1989 ["Planning Document"]; and

**WHEREAS,** Drafts of the Planning Document have been discussed at meetings involving a variety of Commissioners, Foundation Trustees and other members of committees which support the Asian; and

**WHEREAS,** The Ad Hoc Preliminary Planning Committee at its meeting of November 28, 1989 voted unanimously to endorse the proposal for the planning process contained in the Planning Document; now, therefore, be it

**RESOLVED,** That the Executive Committee of the Commission approves adoption of the plan described in the Planning Document, including the budget contained therein, and authorizes staff to proceed with the plan as funds become available for that purpose; and be it

**FURTHER RESOLVED,** That the Executive Committee recommends that the Director meet on a regular and frequent schedule with the Chair of the Commission, the Chair of the Ad Hoc Preliminary Planning Committee, the Chair of the Foundation and such others as needed to keep them fully informed of the status of the planning process.

Asian Art Commission
Executive Committee
December 5, 1989

**CHAIRMAN'S REPORT:**

a. **Director's Sale of Art** - Mrs. Lowe advised of the Director's intention to sell two items from his personal collection and, in accordance with a provision contained in the Code of Ethics, to offer them initially to the Museum. It was agreed that as far as the Code is concerned, the sale will involve no conflict of interest; however, if the Museum did decide to purchase them, City and County regulations would have to be carefully examined. On motion made, seconded and carried, photographs of the screens will be forwarded to the Curators and the Acquisitions and Loans Committee for review and consideration.

b. **Staff Christmas Party** - Mrs. Lowe advised that the staff Christmas party is scheduled for December 11, 1989 at Gaylord's restaurant located at Ghirardelli Square.

c. **Earthquake Report** - Mrs. Lowe reported that a second earthquake report has been forwarded by the Director. Additional reports will be issued when further information has been made available.

d. **Yani Exhibition** - Mrs. Lowe and Associate Curator of Education So Kam Ng will represent the Museum at the opening of the Yani Exhibition at the Nelson-Atkins Gallery on December 13.

**REPORT OF DEPUTY DIRECTOR, ADMINISTRATION:**

a. **Resolution C89-080** - The following resolution was approved unanimously:

**RESOLUTION C89-080**

**Adoption of City and County of San Francisco's Policy on Language Diversity**

**WHEREAS,** The Civil Service Commission, at its meeting of November 6, 1989, adopted the attached Policy on Lanquage Diversity for citywide application; and

**WHEREAS,** The policy affirms that employees have a right to speak their primary language in the workplace and that departments may not establish any rules which abridge that

right unless such rules are the result of a business necessity which comports with the standards established by the United States Equal Employment Opportunity Commission; and

**WHEREAS,** The policy requires that departments adopt this or a similar policy within sixty days; now, therefore, be it

**RESOLVED,** That the Asian Art Commission hereby adopts the attached City and County of San Francisco's Policy on Language Diversity.

Attachment

b. **Personnel Update** - Ms. Teichman called attention to the written Personnel Update included in the agenda packet.

c. **Facilities Report** - The installation of the second phase of the Museum's HVAC system is now scheduled for the end of December. The system will be turned off for at least two months while the work is taking place.

d. **Financial Report and Request for Budget Reallocations** - Ms. Teichman reported the successful completion of the yearly audit. Mr. Shelton commented on the auditors' concern regarding the lack of certain personnel procedures including regular employee evaluations and urged the establishment of same. Ms. Teichman indicated that a half-time personnel officer has been involved in the completion of the Employee Handbook, presently at the review stage, as well as other personnel matters. It was agreed that she should identify the significant things that need to be accomplished from a personnel management standpoint and report same at the next Commission meeting.

Ms. Teichman spoke of various proposed budget reallocations pertaining to personnel requirements and presented the following resolution for consideration. The resolution was unanimously approved:

Asian Art Commission
Executive Committee
December 5, 1989

**RESOLUTION C89-088**

**Reallocation of Operations Budget Funds**

**WHEREAS,** By Resolution C89-086 the Executive Committee of the Asian Art Commission approved the Planning Document for the Asian's new Civic Center home and accompanying budget, and authorized expenditure of funds pursuant to the proposed Expenditure Schedule; and

**WHEREAS,** Funding for the planning assistant currently available in the operations budget can now be reallocated for other priority needs; and

**WHEREAS,** The highest priority for additional personnel is a competent person on the switchboard and clerical support available to assist all departments on an as needed basis; and

**WHEREAS,** Reducing the existing backlog of personnel matters to a manageable size and keeping current on personnel matters during the upcoming budget preparation period will take more than the ten hours a week included in the budget for the personnel offices beginning January 1; now, therefore, be it

**RESOLVED,** That the Executive Committee authorizes staff to reallocate funds currently included in the operations budget for a planning assistant as follows:

1. To increase the number of hours for the personnel officer from 25% to 40% time, with an estimated cost for the last six months of the fiscal year of $3,000; and

2. To add the equivalent of one full-time additional clerical or entry level secretary to the staff with an estimated cost for the last seven months of this fiscal year of $14,500.

**REPORT OF DEPUTY DIRECTOR, DEVELOPMENT:**

Mr. Lindquist reported that commitments have been received amounting to $451,050 towards the $2.8 million plus required for the planning process associated with the move to Civic Center. He

also presented a detailed analysis of funds raised to date and the status of outstanding grant requests. He indicated that a proposal for the expansion of the Development staff will be presented at the next meeting.

**COMMITTEE REPORTS:**

**Acquisitions and Loans Committee**

a. **Resolution C89-081** - The following resolution was approved unanimously:

**RESOLUTION C89-081**

**Objects Recommended for Acquisition Subject to the Availability of Funding**

**WHEREAS,** The Asian Art Museum has been offered a collection of Japanese art consisting of twenty-seven (27) objects from the Harry G. C. Packard Collection Charitable Trust; and

**WHEREAS,** The objects have been extensively researched by the Curators and have been found to be of outstanding quality; and

**WHEREAS,** Two outside experts independently evaluated the collection to assess its art historic and museum quality and these two experts have pronounced this to be the last possible opportunity to purchase such a collection from a private source; and

**WHEREAS,** An outside appraiser has assessed the market value of the collection; and

**WHEREAS,** The Harry G. C. Packard Collection Charitable Trust has offered the Museum this collection at less than one-half of the insured value; and

**WHEREAS,** After commitment to this acquisition by the Committee, the Museum has agreed to pay for collection by August 31, 1991 pending successful funding; and

**WHEREAS,** The Head Conservator has examined the objects and finds them to be in very good condition; and

**WHEREAS,** The Director and Chief Curator recommend approval of the purchase of this collection, and

**WHEREAS,** The Acquisitions and Loans Committee at its meeting of November 28, 1989 recommended that the Asian Art Commission approve the purchase of this collection of Japanese art, pending successful funding, now, therefore, be it

**RESOLVED,** That the Asian Art Commission hereby approves the purchase of the objects, providing successful funding is achieved.

b. **Resolution C89-082** - The following resolution was approved unanimously:

**RESOLUTION C89-082**

**Authorization to Enter into Agreement:**
**Connell Collection of Thai Ceramics**

**WHEREAS,** Mr. and Mrs. James Connell have offered to donate their collection of Thai ceramics to the Asian Art Museum over a period of three years; and

**WHEREAS,** The Connells request that the Museum agree to the following:

1. To complete a study of the entire collection and to prepare a catalogue of the collection before the end of 1993 which will be a definitive treatise on the subject of Thai ceramics from the Neolithic period up to and including the Ayudhya period;

2. To install an introductory exhibition on or before December 1990 and an exhibition of the entire collection in connection with the publication of the catalogue, at all times displaying key pieces on a rotation basis;

3. To obtain the approval of the Connells prior to disposing of any object in the collection during their lifetime; and

4. To agree that if the Connells desire to negotiate toward the installation of a gallery in their honor, the value of the James and Elaine Connell Collection of Thai Ceramics can be taken into account in determining the amount of their contribution towards the installation of the gallery.

**WHEREAS,** The Acquisitions and Loans Committee at its meeting of November 28, 1989 recommended that the Commission authorize the Director to enter into an agreement of the terms specified and to accept the objects as given as covered by the agreement, now, therefore, be it

**RESOLVED,** That the Asian Art Commission does hereby authorize the Director to enter into the above agreement and to accept the objects as covered by the agreement.

c. **Resolution C89-083** - The following resolution was approved unanimously:

**RESOLUTION C89-083**

**Authorization to Enter into Agreement:**
**Chinese Painting "River Pavilion, Mountain Colours"**

**WHEREAS,** The Acquisitions and Loans Committee approved the acquisition of a highly important Chinese painting, "River Pavilion, Mountain Colours," by Ni Zan, at its meeting of February 3, 1988; and

**WHEREAS,** The Tang Family and Foundation have offered to purchase the painting as a promised gift and place it on loan to the Museum for a period of not more than ten years, before or after which it will be given to the Museum, subject to the following conditions:

1. The Museum shall commit to determine if any restoration of the painting is required and to be responsible for any restoration or conservation;

2. The Museum shall insure the painting for an amount not less than $1,400,000;

3. The Museum shall create and name a gallery in both present and future locations, "The P. Y. and Kin May W. Tang Painting Gallery" to be used only for exhibitions of Chinese Art; and

**WHEREAS,** The Tang Family and Foundation are desirous of establishing an appropriate memorial to Ping Yuan and Kin May Wen Tang, and to ensure that the Museum becomes the home of a significant collection of Chinese paintings and calligraphy; and

**WHEREAS,** The Tang Family and Foundation have contributed generously of financial resources in the past to the Asian Art Museum; and

**WHEREAS,** The Acquisitions and Loans Committee, at its meeting of November 28, 1989, recommended that the Asian Art Commission authorize the Director to sign the agreement and to accept the loan and subsequent gift to the Museum under the conditions set forth in this agreement; now, therefore, be it

**RESOLVED,** That the Asian Art Commission does hereby authorize the Director to sign the above described agreement and to accept the loan and subsequent gift to the Museum of the above described Chinese painting under the conditions set forth in the agreement.

d. **Resolution C89-084 -** The following resolution was approved unanimously:

**RESOLUTION C89-084**

**Approval of Loan #89-10**
**Krannert Art Museum**

**WHEREAS,** The Krannert Art Museum at the University of Illinois at Urbana-Champaign has requested to borrow eight jades, two bronzes, and one ceramic (see attached) from the Asian Art Museum for an exhibition entitled, "Sacred Mountains in Chinese Art;" and

**WHEREAS,** Their original request included many objects too fragile or of too high value to travel and these objects were eliminated after discussion among the Curator, Conservator,

Chief Curator and Director; and

**WHEREAS,** The Curator-in-Charge and Head Conservator have determined that the remaining objects can travel safely; and

**WHEREAS,** The Director and Chief Curator recommend this loan; and

**WHEREAS,** The Acquisitions and Loans Committee, at its meeting of November 28, 1989, recommended approval of this loan; now, therefore, be it

**RESOLVED,** That the Asian Art Commission does hereby approve the loan to the Krannert Art Museum at the University of Illinois at Urbana-Champaign of the objects listed on the attached.

e. **Resolution C89-085** - The following resolution was approved unanimously:

**RESOLUTION C89-085**

**Approval of Loan #89-12**
**The China Institute**

**WHEREAS,** The China Institute has requested to borrow six glass objects (see attached) from the Asian Art Museum for an exhibition at the China House Gallery entitled, "Later Chinese Glass from American Museums and Private Collections"; and

**WHEREAS,** The original request included one object that was too fragile to travel and this object was eliminated after discussion among the Curator, Conservator and Director; and

**WHEREAS,** The Curator-in-Charge and Head Conservator have determined that the remaining objects can travel safely; and

**WHEREAS,** The Director and Chief Curator recommend this loan; and

**WHEREAS,** The Acquisitions and Loans Committee, at its meeting of November 28, 1989, recommended approval of this loan; now, therefore, be it

**RESOLVED,** That the Asian Art Commission does hereby approve the loan to The China Institute of the objects listed on the attached.

**Exhibitions Committee**

Mrs. Spiegel advised that the Committee will meet next on January 16. She presented the following resolution for consideration and it was approved unanimously:

**RESOLUTION C89-087**

**Approval of Budget for "Women, Auspicious and Divine - Imagery of Southeast Asia and India" Exhibition**

**RESOLVED,** That the Asian Art Commission hereby approves the following budget for the "Women, Auspicious and Divine - Imagery of Southeast Asia and India" Exhibition which is scheduled for March 21 through September 16, 1990:

| | | |
|---|---|---|
| Installation | $12,000 | NEA (Pending) |
| Lecture Series | 3,000 | NEA (Pending) |
| Dance Series | 3,000 | CAC (Confirmed) |
| Brochure | 9,000 | Wattis (Balance of 88/89 Funds) |
| Total Exhibition Costs | $27,000 | |

**Marketing Committee**

Mr. Williams advised that the Marketing Committee will meet following the January workshop to formulate budgets and recommendations for the various Museum marketing programs.

**Nominating Committee**

There was no Nominating Committee report.

**Public Programs Committee**

Mr. Faus pointed out that in addition to the usual programs, the Education Department is working on the upcoming Yani Exhibition and hopes to bring Yani back for the March opening. The program is

being expanded extensively because of the continuation of the show until July 15. Docent school tours and demonstrations for school children and the public are some of the programs planned.

**Priorities Committee**

Mrs. Lowe recalled that the consensus of previous discussions concerning the Priorities Committee was that the responsibility for priorities rests with the Executive Committee and that there was no need to revive the Committee. Mrs. Lowe commented that a list of priority expenditures has been submitted with the budget and is reviewed at the same time the quarterly budget is reviewed..

**ASIAN ART MUSEUM FOUNDATION REPORT** - Since Mrs. Wilbur was not present, Mrs. Lowe reported that the Odyssey preparations are continuing and requested names and addresses of potential patrons.

**PUBLIC COMMENT:**

At this time, members of the public were invited to address the Executive Committee on items within the subject matter jurisdiction of the Asian Art Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

There was no public comment at this time.

**ADJOURNMENT:**

There being no further business to discuss, the meeting was adjourned at 12:05 P.M.

CITY AND COUNTY OF SAN FRANCISCO

POLICY ON LANGUAGE DIVERSITY

## PURPOSE STATEMENT

The San Francisco Civil Service Commission finds that the cultural and racial composition of the City's citizens and of its workforce has changed. Therefore, it is desireable to promulgate a policy which fosters acceptance and prevents intergroup tensions as related to the use of languages other than English in the provision of public services and the employment of individuals whose primary language is not English.

The San Francisco Civil Service Commission reaffirms its equal employment opportunity policy that ensures the employment of an ethnically and culturally diverse workforce wherein individuals shall enjoy equal application of the terms and conditions of employment, including the right to speak their primary language.

The Commission recognizes that a workforce that speaks languages other than English enhances the services provided to the City's culturally diverse public by providing efficient and accessible public services to its non-English speaking communities.

All employees of the City and County of San Francisco are advised that an employee's use of a language other than English is not only an asset in the provision of public services but, with few exceptions, is a legally protected right.

## LEGAL REQUIREMENTS

The policy of the Civil Service Commission is in compliance with federal guidelines of the U.S. Equal Employment Opportunity Commission which state that prohibiting employees from speaking their native language in the workplace may result in unlawful national origin discrimination under Title VII of the Civil Rights Act.

A rule which requires employees to speak only English at all times may violate Title VII as a burdensome term and condition of employment since the primary language of an employee is often an essential national origin characteristic. A department may only have a rule requiring that employees speak only English at certain times where an employer:

1. can show that the rule is justified by business necessity;

2. notifies their employees of the speak-only-English rule and of the general circumstances when speaking only English is required;

3. and notifies employees of the consequences of violating the rule.

There are few circumstances under which a policy will meet the "business necessity" test. Justifications such as "Supervisors can't understand what employees are saying," "English speaking employees suspect that non-English speaking employees are talking about them," and "The policy will enhance public image," are not sufficient to meet the business necessity requirement.

## DUAL RESPONSIBILITY

Supervisors and line employees have a shared responsibility for maintaining a work environment that is comfortable and productive for everyone. Where co-workers or clients express concerns about employees speaking in a language other than English, supervisors should work toward informally resolving these interpersonal difficulties in a constructive and sensitive manner.

In order to assure effective communication during emergencies and constructive discussion of assignments, work performance and work rules; supervisors and employees should expect that any direct communications be conducted in a commonly understood language.

## POLICY IMPLEMENTATION

The Civil Service Commission designates its Equal Employment Opportunity Unit (CSC EEO) as its agent in administering the guidelines and provisions of this policy. The CSC EEO Unit is further designated as the resource from which departments, employees and/or applicants for employment may obtain assistance on matters addressed in the policy.

In assuring uniform application of this policy; departments, agencies, boards and commissions of the City and County of San Francisco shall be required to:

1. Adopt this or a similiar policy and forward confirmation and copies of such to the CSC EEO Unit within sixty (60) calendar days of the date of the issuance of this policy;

2. Consult with and obtain the express approval of the CSC:EEO Unit prior to the implementation of any specific department language policy to assure that it conforms with the requirements of federal, state and local guidelines.

Employees and applicants for employment with the City and County of San Francisco who believe that any departmental language policy discriminates in the terms and/or conditions of their employment may file a complaint with the CSC EEO Unit under the provisions of CSC Rule 1.03F. Employees may also file such charges with the California State Department of Fair Employment and Housing or the United States Equal Employment Opportunity Commission. Instructions on how to file such a complaint are available from the CSC EEO Unit in Room 151, City Hall or by calling 554-4736.

## DISTRIBUTION OF POLICY

Appointing Officers and/or Department Heads are responsible for assuring that all employees are aware of this policy. In addition to distributing this policy to all employees, Departments are required to post it at all times in a conspicious manner on Departmental or employee bulletin boards. Further, this policy is to be included in the Department's new employee orientation.

8759C

OUTGOING LOAN

Date of Report: 11/15/89
Page: 1

Number: 89.10
Title: SACRED MOUNTAINS IN CHINESE ART
Borrower: KRANNERT ART MUSEUM
UNIVERSITY OF ILLINOIS
500 EAST PEABODY DRIVE
CHAMPAIGN IL 61820

CATHLEEN JONES 217-333-1860 REGISTRAR
SARAH HANDLER CURATOR

| Venue# | Institution | Opendate | Closedate |
|---|---|---|---|
| 1 | KRANNERT ART MUSEUM | 10/15/90 | 12/20/90 |
| 2 | METROPOLITAN MUSEUM | | |

| Accession # | Description | Insurance Value |
|---|---|---|
| ~~60J457~~ | ~~CARVED GREEN JADE TABLE SCREEN~~ | |
| 60J474 | GREY AND BLACK JADE MOUNTAIN | |
| 60J265 | CARVED MOUNTAIN SCENE. GRAY & BLACK | |
| 60B16 | BRONZE PO-SHAN CENSOR. HAN | |
| 60P131 | BRONZE PO-SHAN CENSOR. HAN | |
| 60J665 | JADE DRAGON PENDANT. CA. 3RD CENT. BC | |
| 60J675 | JADE DRAGON PENDANT.CA. 3RD CENT. BC | |
| ~~60J344~~ | ~~FINIAL IN THE SHAPE OF A BIRD. 2-6TH AD~~ | |
| ~~60J366~~ | ~~JADE RABBIT. 6TH-10TH C. AD~~ | |
| 65J2 | BEAR SHAPED SUPPORT. E. HAN - E. JIN | |
| 60P236 | HILL JAR. HAN DYANSTY | |

Insurance Total:

OUTGOING LOAN

Date of Report: 11/15/89
Page: 1

Number: 89.10
Title: SACRED MOUNTAINS IN CHINESE ART
Borrower: KRANNERT ART MUSEUM
UNIVERSITY OF ILLINOIS
500 EAST PEABODY DRIVE
CHAMPAIGN IL 61820

CATHLEEN JONES — REGISTRAR
217-333-1860
SARAH HANDLER — CURATOR

| Venue# | Institution | Opendate | Closedate |
|---|---|---|---|
| 1 | KRANNERT ART MUSEUM | 10/15/90 | 12/20/90 |
| 2 | METROPOLITAN MUSEUM | | |

| Accession # | Description | Insurance Value |
|---|---|---|
| ~~60J457~~ | ~~CARVED GREEN JADE TABLE SCREEN~~ | |
| 60J474 | GREY AND BLACK JADE MOUNTAIN | |
| 60J265 | CARVED MOUNTAIN SCENE. GRAY & BLACK | |
| 60B16 | BRONZE PO-SHAN CENSOR. HAN | |
| 60P131 | BRONZE PO-SHAN CENSOR. HAN | |
| 60J665 | JADE DRAGON PENDANT. CA. 3RD CENT. BC | |
| 60J675 | JADE DRAGON PENDANT.CA. 3RD CENT. BC | |
| ~~60J344~~ | ~~FINIAL IN THE SHAPE OF A BIRD. 2-6TH AD~~ | |
| ~~60J365~~ | ~~JADE RABBIT. 6TH-10TH C. AD~~ | |
| 65J2 | BEAR SHAPED SUPPORT. E. HAN - E. JIN | |
| 60P236 | HILL JAR. HAN DYANSTY | |

Insurance Total:

OUTGOING LOAN

Date of Report: 11/15/89
Page: 1

Number: 89.12
Title: LATER CHINESE GLASS FROM AMERICAN MUSEUM AND PRIVATE COLLECTIONS
Borrower: CHINA INSTITUTE JANET BAILER DIRECTOR
125 EAST 65TH STREET 212-744-8181

NEW YORK NY 10021

| Venue# | Institution | Opendate | Closdate |
|---|---|---|---|
| 1 | CHINA HOUSE GALLERY | 04/19/90 | 06/17/90 |

| Accession # | Description | Insurance Value |
|---|---|---|
| 1988.24 | TURQUOISE FOLIATE DISH, 14TH CENTURY | |
| 62M04 | GRIZZLED BLUE FOLIATE DISH, KANGXI PER. | |
| 87M7 | BLUE BOWL W/ INCISED DECOR., YONGZHENG | |
| 1983.44 | YELLOW TIBETAN TEA BOWL, QIANLONG MARK | |
| 85M5.1 | YELLOW FLUTED VASE, QIANLONG MARK | |
| 72M43 | SNUFF BOTTLE, GLASS IMITATING REALGAR | |

Insurance Total:

3